SAN FRANCISCO PUBLIC LIBRARY
3 1223 03473 6091

5/S

San Francisco Public Library

REFERENCE BOOK

Not to be taken from the Library

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, JULY 11, 2002 AT 4:00 P.M. AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
July 11, 2002

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   Shirley Byrd, Commissioner
   Rev. Edgar E. Boyd, Commissioner
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner

DOCUMENTS DEPT.
JUL 3 2002
SAN FRANCISCO
PUBLIC LIBRARY

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee - Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:

   City Wide Council - Senior/Disabled

3 1223 03473 6091

Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

4 49383 SFPL: ECONO JRS
75 SFPL 06/06/03 69

/02)
SF
465
3
1/11/02

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, July 11, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, July 11, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:11 p.m.

DOCUMENTS DEPT

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

ABSENT (Excused): *Shirley Byrd, Commissioner*
Julie Lee, Vice President
Rev. Edgar E. Boyd, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

Commissioner Brown moved and Commissioner Smith seconded the motion to approve the agenda. The motion was carried with a unanimous vote.

3. APPROVAL OF MINUTES

President Palega reported that the minutes of the June 27, 2002 Commission meeting were not prepared and will be voted on at the July 25, 2002 Commission meeting.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported a change in the Bid Documents and Change Orders, in accordance with the Commission's previous suggestion. It now overtly states that "'All change order/modifications over $25,000 is subject to the approval of the SFHA Board of Commission." This addition derived out of the recent change order

/02

debates and serves to alleviate any possible oversight to seek the Commission's approval on change orders above $25,000.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner announced that the public is invited to a ribbon cutting ceremony at noon on July 12, 2002, at a location that was previously the 49er's Academy, 195 Kiska Road. The Mayor will be in attendance. A new facility will be opened that will serve as a learning center for young people to embark on various educational endeavors. The San Francisco Housing Authority (SFHA) and the Commission had been instrumental in galvanizing this effort with the passage of a resolution authorizing the purchase of this property from the San Francisco School District.

6. COMMITTEE REPORTS

Diversity Committee
Nothing to report.

Finance Committee
Nothing to report.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL

General Counsel, Carl Williams reminded everyone that there was no closed session for this Commission meeting.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
President William Vitale of the City Wide Council-Senior/Disabled reported that on Monday, July 8th, their organization had a seminar on conflict resolution. He stated this was a very good example of the possibilities in educating people on how to take care of themselves. Currently, a retreat focusing on Community Bonding, is being planned, and will take place in Gilroy.

Public Housing Tenants Association (PHTA)
Nothing to report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/2[illegible]95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on items not on the agenda.

10. NEW BUSINESS:

(A) RESOLUTION NO. 5039

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

Naja Boyd, Acting Deputy Executive Director, reported that this resolution regarding the SFHA Annual Plan was previously presented to the Commission on June 27, 2002, but staff requested that no vote be taken at that time. This Resolution must be submitted to the Department of Housing and Urban Development (HUD) 75 days before the beginning of the new fiscal year, which is July 15, 2002. The plan details the agency's goals and objectives for the new fiscal year. It is a comprehensive template supported by each department and program documentation. Submission preparation began in March of this year. In order to ensure community input and participation in this process, two citywide meetings, four resident advisory meetings, and two additional community based meetings were held. The two SFHA Administrative Offices, and all of the District Offices made the Annual Plan documents available for the required 45-day public review period, April 30, 2002 to June 15, 2002. Ms. Boyd then solicited questions from the Commissioners and explained that staff is present and prepared to answer questions from any portion of the document. Executive Director Gregg Fortner reiterated that this is a mandated document by HUD for all housing authorities and must be submitted by July 15, 2002.

Commissioner Clark asked if the template Ms. Boyd was describing was the package of documents received prior to the June 27th Commission meeting. Ms. Boyd explained that this was indeed what the commission received, but at that time the Section 8 supporting documentation was inadvertently omitted, but should have been provided prior to the meeting. Commissioner Clark then asked if everything required for HUD is ready. Ms. Boyd replied that the template will be electronically submitted and the hard copy and all supporting documentation will be mailed.

/02

Commissioner Clark moved to approve Resolution No. 5039 and Commissioner George Brown seconded the motion. Resolution No. 5039 was approved by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Jackie Sachs of 2698 California Street, commented on the security issues of the last Commission meeting. Ms. Sachs stated that she read an article in the *Independent* newspaper this week, which reported Executive Director Gregg Fortner as stating that funding should no longer go to private security firms, but instead to the San Francisco Police Department (SFPD). Ms. Sachs stated that she supports this endeavor, but in addition to Valencia Gardens, Alice Griffith, Hunters Point, and Sunnydale, heightened security should also include the 22 senior buildings. Ms. Sachs expressed that the senior buildings need security as well, despite their locations. She reported that 25-30 years ago the SFPD had special patrolmen that surveillance all SFHA buildings, 24 hours a day, and the crime rate was curbed. Ms. Sachs believed that private security firms inadequately deter crime, while the SFPD presence would more effectively avert it. Executive Director Gregg Fortner clarified that when he spoke to the reporter who called, the topic specifically addressed the crime at Alemany. Mr. Fortner said that he explained strategies that were employed in Sacramento and Los Angeles County. Mr. Fortner specified that at no point did he say that funds would be converted to the SFPD. Executive Director Gregg Fortner told the reporter that strategies must be employed that effectively addresses the nuisance behavior and criminal element in the SFHA developments. No calls were made to the SFPD allocating $3.2 million in funding.

Cynthia Margaret Dennis-Mirzai commented that she is in favor of giving the funding directly to the SFPD. Ms. Dennis-Mirzai further stated that the SFPD and the Fire Department manage her building and positive results are noticeable. She also suggested that we learn from other countries such as England and Japan, where crime is deterred by the police making friends with people in the community. President Palega advised Ms. Dennis-Mirzai that in the future she must fill out a visitor's card before addressing the Commission and to please do so before leaving.

Jackie Sachs then requested that at the next joint meeting with the Police Commission, the problems in the senior buildings be addressed. General Counsel, Carl Williams reported that he has been in contact with Police Commissioner Connie Perry's office, and as soon as her secretary can confirm availability for a meeting, the Commission will be notified. President Palega requested that Jackie Sachs' concerns about the senior buildings' security be taken into consideration at this meeting. General Counsel Carl Williams stated that it will be added to the agenda.

13. COMMISSIONER'S COMMENT AND REPORT

Commissioner Clark commented that after passing the Security Resolution at the last Commission meeting, he requested that the Director of Administrative Services and Securities report back in 90 days on the progress of the security firms the SFHA was entering into contract with. Commissioner Clark asked Executive Director Gregg Fortner to provide an explanation for the letter addressed to Mr. Fortner and carbon copied to the Commissioners and HUD representatives, indicating that Personal Protective Services is rejecting their assignment and wants out of their contract. Mr. Fortner replied that a letter of response is being prepared and will be copied to all addressees. The letter from Personal Protective Services contains some grave errors concerning their bid and the SFHA bidding process.

Commissioner Clark expressed his concern for the current problems plaguing SFHA properties and requested that the time period for a review of the security firms SFHA is entering into contract with, be shortened in an effort to oversee the services that are being provided for safety. Executive Director Fortner replied that these contracts don't go into effect until August 1st and suggested a review at the second Commission meeting in August. Commissioner Clark said that would be satisfactory and that this topic is of particular interest to him due to his position at the District Attorney's office and the amount of crime he sees coming from the SFHA developments. President Palega echoed Commissioner Clark's concern and stated that crime has been an ongoing problem, and he welcomed Commissioner Clark's concerned participation. Furthermore, President Palega requested an outline of how the security firms will be evaluated, so that the Commission has the opportunity to provide input on the process before the evaluation takes place.

14. ADJOURNMENT

Commissioner Clark moved to adjourn the meeting and Commissioner Brown seconded the motion. There being no further business to come before the Commission, the regularly scheduled meeting of July 11, 2002 was adjourned at 4:43 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President

F
65

25/02
cket

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94252 • (415) 554-2600

COMMISSION MEETING PACKET

July 25, 2002

DOCUMENTS DEPT.

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library
Attn: Government Information Center

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

SF
H65
.1
7/25/02

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, JULY 25, 2002 AT 4:00 P.M. AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
July 25, 2002

1. ROLL CALL

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

DOCUMENTS DEPT.

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- June 27, 2002 Regular Commission Meeting
- July 11, 2002 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

- Report by the Independent Auditor of the San Francisco Housing Authority for the Period October 1, 2000, through September 30, 2001.

- Report of meeting on July 18, 2002 with Sunnydale residents, San Francisco Police Department, and San Francisco Housing Authority staff regarding issues of security and crime at the Sunnydale Development.

6. COMMITTEE REPORTS

Diversity Committee - Nothing to Report
Finance Committee – Nothing to Report
Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PCS NETWORKS TO IMPLEMENT CITRIX AT THE SAN FRANCISCO HOUSING AUTHORITY

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (b)(1) to discuss potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations); closed session with General Counsel regarding Scott, et. al. v. SFHA, (HUD ALJ 09-99-7542-8).

15. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, June 27, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, June 27, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:12 p.m.

1. ROLL CALL

Roll call found the following members to be:

DOCUMENTS DEPT.

JUL 1 9 2002

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

ABSENT (Excused): *Shirley Byrd, Commissioner*
Julie Lee, Vice President
Rev. Edgar E. Boyd, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

President Palega requested the following changes to the agenda: 1) The action on the "Unfinished Business" item will be taken up after the closed session. 2) The Resolution pertaining to "New Business 11(A)" has been amended. The "Amended Resolution" is the one that will be considered by the Commission when "New Business 11(A) is called at the meeting. 3) The Commission will not take up the matter of the Executive Director's Employment Agreement in closed session at today's meeting. Carl Williams, General Counsel clarified and requested that the record shows that the vote to approve the agenda incorporates the Commission's approval of the amendments. Commissioner Palega stated that it did. Commissioner Clark moved and Commissioner Brown seconded the motion to approve the agenda with the amendments. The motion was carried with a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes and Commissioner Brown seconded the motion. The minutes of the special meeting of June 6, 2002 were unanimously approved.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported on a letter received from the Assistant Secretary of Public and Indian Housing of the Department of Housing and Urban Development (HUD), approving the San Francisco Housing Authority's (SFHA) application to perform additional work at Clementina. Mr. Fortner also reported on a letter from the HUD Office of Fair Housing and Equal Opportunity. In the letter, Juan Monsanto was complimented on the tour, and additional information he gave regarding the HOPE VI project. Executive Director Fortner explained that HUD taking the time to write this letter demonstrates how the relationship between the SFHA and HUD is changing in a positive direction.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner gave an update on the status of Commission Request Log items, which dealt with the Shadow Program and the Housing Authority Vendor Sharing List. The Shadow Program will be monitored by Wayman Nichols and Mike Roetzer who will be actively seeking residents to participate in this apprenticeship program. A list of the housing authorities in the area was provided to the Commissioners demonstrating the progress in learning of other housing authority vendors.

Executive Director Fortner announced the following: June 28, 2002, 11:00 – 1:00 p.m. at 1088 Connecticut, in Potrero Hill will be the Grand Opening of a Senior Center. Glory Williams, the Secretary to the Commission, has moved to Washington, D.C. with her husband. SFHA will be sending a gift and wishes her all the best. Commissioner Palega requested that a Proclamation be sent to her, as she was a very pleasant part of the Commission family.

6. COMMITTEE REPORTS

Diversity Committee
Commissioner Smith reported that the seniors will be having a "Pick Your Own Vegetables" day in August. The date is to be determined.

Finance Committee
President Palega reported that he and Commissioner Brown met with the Executive Director, finance director, and finance staff, on June 24, 2002 and are ready to submit a budget recommendation. The Finance Committee recommended the "Amended Resolution" regarding security contractors and urge Commission approval of it. President Palega commended the staff and the Commissioners for their hard work and a job well done at the Finance Committee Meeting.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL
Nothing to report.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
Vice President, Dorothy Ramey explained that the City Wide Council is working on their budget for the October 1, 2002 – September 30, 2003 fiscal year. Two seminars have been planned. The first is on July 8th, "Dealing with Difficult People." In August, a guest speaker from the National Association for the Visually Handicapped will speak on the topic of their Library and its large type books, the talking Library, and various applications for use by people who are losing their vision. A 200 Person trip is being planned for September 20, 2002 to Bonfante Gardens in Gilroy.

Public Housing Tenants Association (PHTA)
Executive Director, Gregg Fortner said that a representative from Holly Courts was invited to the Commission meeting, but took ill. She is to give a family resident report at the next meeting.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Jerry Abrams of Mission Delores inquired about Resolution A under New Business. He has received many complaints about the security of his residency. Mr. Abrams wanted to know how the current and new security budgets are administered and which senior buildings are selected to benefit from the new security budget proposal. Mr. Abrams

requested a report detailing the improvements from the last budget proposal to this one. He also complained of the ineffectiveness of the resident building monitors.

Margo Dennis, representing the Residential Advisory Board commended the Commission for such easy access to information. Her question pertained to the 98% Section 8 lease up projected for next year and exactly what that entails. Executive Director, Gregg Fortner explained that it means the SFHA will lease up 98% of the Section 8 vouchers that it has. Mr. Fortner referred her to Mr. Andrews for further inquiry.

Willie Kennedy of the San Francisco Bay Area Patrol, asked how the new security resolution will affect current contractors and which company will serve the sites that are planned to be added. Executive Director Gregg Fortner explained that this information will be shared by Jim Williams in his report on the matter.

10. NEW BUSINESS:

(A) RESOLUTION NO. 5035

AMENDED RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTRACT WITH VARIOUS SECURITY FIRMS AND PATROL COMPANIES FOR SECURITY SERVICES AT AUTHORITY DEVELOPMENTS IN AN AMOUNT NOT TO EXCEED $3,200,000 ANNUALLY

Jim Williams, Director of Administrative Services and Securities emphasized that what is being presented to the Commission is the "Amended Resolution" for an amount not to exceed $3.2 million dollars. Mr. Williams reported that after further analysis and review and by employing innovative strategies, the SFHA will save $200,000. Mr. Williams explained that over the years the SFHA has been able to save money without compromising the quality of security services provided to the units. The current RFP was submitted to HUD in March and approved by the HUD Trouble Agency Recovery Center in May, authorizing the SFHA to proceed in awarding contracts to the selected security firms. All received proposals met the minimum qualifications as set forth in the RFP. Evaluations were based on experience, past performance, affirmative action programs, and proposed methods of coverage. Many of the companies provided a detailed plan as to how they would train qualified public housing residents to be security guards and to meet the minimum 25% hiring requirement.

At the request of Commissioner Clark, Mr. Williams agreed to thoroughly explain to Mr. Kennedy exactly how this new RFP will affect existing contracts, immediately following the meeting. President Palega had received this information from staff and read how much money was allocated to each security contractor and the development location.

In conclusion of Mr. Williams report, he added that there is a plan to continue and enhance the security services at all senior buildings. President Palega asked that Mr. Williams explain the stringent evaluation process to be set in place, which provides a voice to the residents as well. Mr. Williams replied that the RFP thoroughly describes the performance measures the SFHA will require of each security firm. If any company entered into contract with, does not meet SFHA standards as set forth in their contracts, it will be terminated and a new company will be selected.

Commissioner Clark asked if the performance standards include any investigation into the criminal background of potential security guards. Executive Director Fortner responded that it is the responsibility of the security company ensure that. President Palega clarified that the commissioner's concern is whether this will be included in the contract. Mr. Williams responded that this is already a state law, but would not be a problem to emphasize it in the contract as well.

Commissioner Brown asked if the current contractors are meeting the 25% resident hiring requirement. Mike Roetzer, Director of Administration, responded that this is the first time the SFHA is entering into contract with service contractors under the new resolution requiring the companies to meet that standard. Previously, only construction contractors were required to do so.

Commissioner Smith commented that Burn's Security, which patrols the building she resides in, is not trained. Mr. Williams committed to reexamining this company before the SFHA enters into a new contract with them. Commissioner Clark asked that Mr. Williams address the security issues raised by Mr. Abrams. Mr. Williams explained the current security situation at Mission Delores and added that he was sure Mr. Abrams wanted more shifts and security for the building. Mr. Williams said that under this new resolution more shifts and security is definitely possible and that he would meet with Mr. Abrams to strategize on solutions in addition to having him sit in on the interviewing process.

Commissioner Clark moved to approve Resolution No. 5035 and Commissioner Smith seconded the motion. Resolution No. 5035 was unanimously approved.

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

Naja Boyd, Acting Deputy Executive Director accompanied by Beverli Marshall, Director of Housing Management presented the staff report on this item. Ms. Boyd and Ms. Marshall entertained any questions the Commission might have regarding the

agency's Annual Plan, but requested that the Commissioners not vote on this matter due to an omitted piece of supporting documentation.

(C) RESOLUTION NO. 5036

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE CALCULATION OF OPERATING SUBSIDY ON THE PENDING LOW INCOME OPERATING BUDGET FOR THE PERIOD OCTOBER 1, 2002 TO SEPTEMBER 30, 2003 COVERING LOW INCOME DEVELOPMENTS UNDER CONTRACT SF-255

(D) RESOLUTION NO. 5037

RESOLUTION APPROVING THE SECTION 8 HOUSING ASSISTANCE PAYMENT BUDGET FOR THE PERIOD OCTOBER 1, 2002 TO SEPTEMBER 30, 2003 UNDER CONTRACT SF-618

President Palega stated that the Finance Committee met on June 24, 2002 to discuss and finalize items C and D. These resolutions, concerning the budget, were considered for approval simultaneously. President Palega commented that everything was in order and the commissioners' suggestions were implemented. President Palega commended staff in conjunction with the commission for a job well done.

Commissioner Brown moved to approve Resolution No. 5036 and Resolution No. 5037. Commissioner Smith seconded the motion. Resolution Numbers 5036 and 5037 were unanimously approved.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Mirna Escobar of Woodside Gardens Senior Building, asked why her letters to the Commission have received no response and her grievance gone unrecognized. President Palega responded that this matter had been taken care of through the General Counsel and any further correspondence should be channeled in the same direction. Carl Williams, General Counsel, clarified that the issue Ms. Escobar is raising has to do with her perceived entitlement to a reward for reporting various drug and criminal activities at Valencia Gardens. This was investigated and information was requested, in writing, from the District Attorney and San Francisco Police Department as to whether or not any information provided by Ms. Escobar has led to the arrest and conviction of any of the individuals for which she is claiming a reward. Neither entity has provided any information to the SFHA that supports her claim. Mr. Williams further explained that the

SFHA grievance procedure pertains to tenant residency and her claim is not affecting her residency.

Jacqueline Laurent, a 5 year resident of 70 Northridge Road complained that the mildew and roach invested walls have caused her children asthma, and disease ridden problems. As far as safety is concerned, she and her family have been harassed, humiliated, and exposed to toxic contamination. Her grandson was attacked by a pitbull last week, her unit was victim to a shooting, where one person was injured and a bullet was lodged into the wall of her house. She did not want to get involved in the police investigation for fear of retaliation. Ms. Laurent asked that the Commission find her a new unit to reside in because currently her family is separated.

Teresa Coleman, representing Westbrook spoke on behalf of Ms. Laurent as well. Ms. Coleman requested that the Commission ask the staff to provide all information on her self-founded organizaion, UJAMA to resolve their issues. She also complained of the crime in Hunters Point and suggested the Commissioners talk to the residents of Hunters Point to understand what's really going on there.

13. COMMISSIONER'S COMMENT AND REPORT

President Palega commended Lonnie Holmes for an outstanding job in his role at the Juvenile Probation Department and encouraged him to keep up the good work.

14. CLOSED SESSION

At 5:10 p.m., President Palega announced that this portion of the Commission meeting had concluded they would now go into closed session. A closed session was scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (b)(1) to discuss potential and anticipated litigation (case names unspecified to avoid jeopardizing existing settlement negotiations).

15. RECONVENING OF COMMISSION MEETING

The Commission reconvened in public session at 5:56 p.m. Present during closed session was: President Sululagi Palega, Commissioner Andrew Clark, Commissioner George Brown, Commissioner Betty Smith, Executive Director, Gregg Fortner, and General Counsel, Carl Williams. President Palega stated that the Commission met in closed session regarding Unfinished Business item (A).

UNFINISHED BUSINESS

(A) RESOLUTION NO. 5038

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CHANGE ORDER G-1 TO CONTRACT NO. 10013, CONCRETE DECK REPAIRS AND METAL RAILING REPLACEMENT, AT CAL 1-2, POTRERO TERRACE, WITH BEST ROOFING AND WATERPROOFING FOR ADDITIONAL CONSTRUCTION SERVICES FOR AN AMOUNT NOT-TO-EXCEED $112,327.00

President Palega then recognized Commissioner Clark who stated that he had requested additional information regarding this resolution. Being satisfied with the supplemental materials provided, Commissioner Clark moved to approve Resolution No. 5038. Commissioner Brown seconded the motion. Resolution No. 5038 was unanimously approved.

16. ADJOURNMENT

Commissioner Brown moved to adjourn the meeting and Commissioner Smith seconded the motion. There being no further business to come before the Commission, the meeting of June 27, 2002 was adjourned at 5:56 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, July 11, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, July 11, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:11 p.m.

DOCUMENTS DEPT

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

ABSENT (Excused): *Shirley Byrd, Commissioner*
Julie Lee, Vice President
Rev. Edgar E. Boyd, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

Commissioner Brown moved and Commissioner Smith seconded the motion to approve the agenda. The motion was carried with a unanimous vote.

3. APPROVAL OF MINUTES

President Palega reported that the minutes of the June 27, 2002 Commission meeting were not prepared and will be voted on at the July 25, 2002 Commission meeting.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported a change in the Bid Documents and Change Orders, in accordance with the Commission's previous suggestion. It now overtly states that ""All change order/modifications over $25,000 is subject to the approval of the SFHA Board of Commission." This addition derived out of the recent change order

debates and serves to alleviate any possible oversight to seek the Commission's approval on change orders above $25,000.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner announced that the public is invited to a ribbon cutting ceremony at noon on July 12, 2002, at a location that was previously the 49er's Academy, 195 Kiska Road. The Mayor will be in attendance. A new facility will be opened that will serve as a learning center for young people to embark on various educational endeavors. The San Francisco Housing Authority (SFHA) and the Commission had been instrumental in galvanizing this effort with the passage of a resolution authorizing the purchase of this property from the San Francisco School District.

6. COMMITTEE REPORTS

Diversity Committee
Nothing to report.

Finance Committee
Nothing to report.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL

General Counsel, Carl Williams reminded everyone that there was no closed session for this Commission meeting.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
President William Vitale of the City Wide Council-Senior/Disabled reported that on Monday, July 8th, their organization had a seminar on conflict resolution. He stated this was a very good example of the possibilities in educating people on how to take care of themselves. Currently, a retreat focusing on Community Bonding, is being planned, and will take place in Gilroy.

Public Housing Tenants Association (PHTA)
Nothing to report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on items not on the agenda.

10. NEW BUSINESS:

(A) RESOLUTION NO. 5039

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

Naja Boyd, Acting Deputy Executive Director, reported that this resolution regarding the SFHA Annual Plan was previously presented to the Commission on June 27, 2002, but staff requested that no vote be taken at that time. This Resolution must be submitted to the Department of Housing and Urban Development (HUD) 75 days before the beginning of the new fiscal year, which is July 15, 2002. The plan details the agency's goals and objectives for the new fiscal year. It is a comprehensive template supported by each department and program documentation. Submission preparation began in March of this year. In order to ensure community input and participation in this process, two citywide meetings, four resident advisory meetings, and two additional community based meetings were held. The two SFHA Administrative Offices, and all of the District Offices made the Annual Plan documents available for the required 45-day public review period, April 30, 2002 to June 15, 2002. Ms. Boyd then solicited questions from the Commissioners and explained that staff is present and prepared to answer questions from any portion of the document. Executive Director Gregg Fortner reiterated that this is a mandated document by HUD for all housing authorities and must be submitted by July 15, 2002.

Commissioner Clark asked if the template Ms. Boyd was describing was the package of documents received prior to the June 27th Commission meeting. Ms. Boyd explained that this was indeed what the commission received, but at that time the Section 8 supporting documentation was inadvertently omitted, but should have been provided prior to the meeting. Commissioner Clark then asked if everything required for HUD is ready. Ms. Boyd replied that the template will be electronically submitted and the hard copy and all supporting documentation will be mailed.

Commissioner Clark moved to approve Resolution No. 5039 and Commissioner George Brown seconded the motion. Resolution No. 5039 was approved by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Jackie Sachs of 2698 California Street, commented on the security issues of the last Commission meeting. Ms. Sachs stated that she read an article in the *Independent* newspaper this week, which reported Executive Director Gregg Fortner as stating that funding should no longer go to private security firms, but instead to the San Francisco Police Department (SFPD). Ms. Sachs stated that she supports this endeavor, but in addition to Valencia Gardens, Alice Griffith, Hunters Point, and Sunnydale, heightened security should also include the 22 senior buildings. Ms. Sachs expressed that the senior buildings need security as well, despite their locations. She reported that 25-30 years ago the SFPD had special patrolmen that surveillance all SFHA buildings, 24 hours a day, and the crime rate was curbed. Ms. Sachs believed that private security firms inadequately deter crime, while the SFPD presence would more effectively avert it. Executive Director Gregg Fortner clarified that when he spoke to the reporter who called, the topic specifically addressed the crime at Alemany. Mr. Fortner said that he explained strategies that were employed in Sacramento and Los Angeles County. Mr. Fortner specified that at no point did he say that funds would be converted to the SFPD. Executive Director Gregg Fortner told the reporter that strategies must be employed that effectively addresses the nuisance behavior and criminal element in the SFHA developments. No calls were made to the SFPD allocating $3.2 million in funding.

Cynthia Margaret Dennis-Mirzai commented that she is in favor of giving the funding directly to the SFPD. Ms. Dennis-Mirzai further stated that the SFPD and the Fire Department manage her building and positive results are noticeable. She also suggested that we learn from other countries such as England and Japan, where crime is deterred by the police making friends with people in the community. President Palega advised Ms. Dennis-Mirzai that in the future she must fill out a visitor's card before addressing the Commission and to please do so before leaving.

Jackie Sachs then requested that at the next joint meeting with the Police Commission, the problems in the senior buildings be addressed. General Counsel, Carl Williams reported that he has been in contact with Police Commissioner Connie Perry's office, and as soon as her secretary can confirm availability for a meeting, the Commission will be notified. President Palega requested that Jackie Sachs' concerns about the senior buildings' security be taken into consideration at this meeting. General Counsel Carl Williams stated that it will be added to the agenda.

13. COMMISSIONER'S COMMENT AND REPORT

Commissioner Clark commented that after passing the Security Resolution at the last Commission meeting, he requested that the Director of Administrative Services and Securities report back in 90 days on the progress of the security firms the SFHA was entering into contract with. Commissioner Clark asked Executive Director Gregg Fortner to provide an explanation for the letter addressed to Mr. Fortner and carbon copied to the Commissioners and HUD representatives, indicating that Personal Protective Services is rejecting their assignment and wants out of their contract. Mr. Fortner replied that a letter of response is being prepared and will be copied to all addressees. The letter from Personal Protective Services contains some grave errors concerning their bid and the SFHA bidding process.

Commissioner Clark expressed his concern for the current problems plaguing SFHA properties and requested that the time period for a review of the security firms SFHA is entering into contract with, be shortened in an effort to oversee the services that are being provided for safety. Executive Director Fortner replied that these contracts don't go into effect until August 1st and suggested a review at the second Commission meeting in August. Commissioner Clark said that would be satisfactory and that this topic is of particular interest to him due to his position at the District Attorney's office and the amount of crime he sees coming from the SFHA developments. President Palega echoed Commissioner Clark's concern and stated that crime has been an ongoing problem, and he welcomed Commissioner Clark's concerned participation. Furthermore, President Palega requested an outline of how the security firms will be evaluated, so that the Commission has the opportunity to provide input on the process before the evaluation takes place.

14. ADJOURNMENT

Commissioner Clark moved to adjourn the meeting and Commissioner Brown seconded the motion. There being no further business to come before the Commission, the regularly scheduled meeting of July 11, 2002 was adjourned at 4:43 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President

A

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

July 25, 2002

DOCUMENTS DEPT.

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

TO: SAN FRANCISCO HOUSING COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

FROM: Gregg Fortner – Executive Director/Secretary

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PCS NETWORKS TO IMPLEMENT CITRIX AT THE SAN FRANCISCO HOUSING AUTHORITY.**

Overview

The San Francisco Housing Authority (SFHA) has networked approximately three hundred desktop computers at thirty remote sites at its developments and office complexes around the City and County of San Francisco. In order to stay current, the SFHA is ready to update its software package from Office 97 to Office 2000. To accomplish this, the Agency would be required to upgrade the hardware on each desktop at a cost exceeding $300,000 this year and again within five years. Based on our knowledge that we would face the same desktop hardware issues again within five years, we looked for alternatives that would assist us in meeting our current and future needs. In reviewing available technology, we determined that Citrix (see attached Citrix Features Overview) is a good solution because it will run our Agency wide software from servers rather than on the desktop computers.

Objectives

The approval of this resolution will allow the SFHA to upgrade its Agency-wide software to Office 2000 Professional without having to upgrade the desktop computers. Future software upgrades will be done on the servers in a central location, not on the desktop computers, saving the Agency the cost of future upgrades to desktop computers. The use of Citrix will extend the life of current personal computers because they will provide access to the servers and will no longer be running software, as is now the case. In addition, the use of Citrix will allow Housing Authority staff to access our network remotely.

Present Situation

Since the implementation of the SFHA network in 1997, we have repeatedly faced the issue of obsolete or outgrown desktop computers and computers that no longer meet the minimum requirements for new software products being introduced to the market. We are in that situation now with Office 2000 Professional, the licenses for which we have already paid.

Anticipated Outcomes

The use of Citrix will turn our desktop computers into "thin clients" more like computer terminals than personal computers, as they will no longer be running software. The software will run on Citrix servers. In addition, staff will be able to access the Agency network from the Internet while at home or on the road. We will realize substantial savings in at least three ways: We will not have to replace current desktop computers; software upgrades are easier and less labor intensive since the software is installed on the servers rather than on more than 300 desktop computers; and productivity is increased since staff can access our systems from home or while on travel.

Who Benefits

Residents benefit since Housing Authority staff can be responsive to issues more quickly as access to our network is possible from remote locations. The staff of the SFHA will benefit with this implementation which will give them the latest version of Microsoft Office. The Hope VI sites will benefit because we will now load the Hope VI clients to the CCS system and allow Hope VI management to login to our system from the Internet.

Solicitation Process

A solicitation to provide these services was issued on March 25, 2002. A copy of the proposal was mailed to eighteen (18) prospective firms. Announcement of the RFP was made to City Watch, on the S.F. City Web and the SFHA websites. Searches for qualified firms were made with the San Francisco Human Rights Commission, and on the Small Business Administration's Pro Net website.

Four proposals were received in response to the solicitation on April 22, 2002. The firms submitting proposals were:

- Ciber, Inc., San Francisco, CA
- Dataflow, Santa Rosa, CA
- PCS Networks, Emeryville, CA
- The Simple Solution, San Jose, CA

Selection Review Committee consisting of three Authority employees reviewed the proposals. The committee members chosen are individuals having extensive knowledge in information technology. The panel prepared the technical evaluation based upon the following factors:

1. Past Experiences: Firm's past experience performing contracts for services similar in complexity within the past three years. (Score 30%)
2. Past Performance: Firm's past performance with previous clients, how services were rendered. (Score 30%)
3. Affirmative Action Practices: Plan to accomplish goals for MBE/WBE participation and resident hiring. (Score 10%)
4. Proposed Method of Services: Demonstrate a good understanding of the project's goals and effective and efficient plan to provide the needed services.

(Score [illegible]%)

TOTAL SCORE 100%

Evaluation

The Selection Review Panel ranked the firms according to cumulative scores of the technical evaluation.

	RANKING	SCORES	COST
♦ The Simple Solution	1	238	$ 308,177.26
♦ PCS Networks	2	224	$ 205,797.96
♦ Ciber	3	206	$ 163,839.34
♦ Dataflow	4	146	$ 177,479.03

The technical evaluation scores variance between Firm No. 1 and Firm No. 4 was 92 points, and the variance of the proposed cost was $130,698.23. The Simple Solution ranked first for technical performance. However, The Simple Solution proposed cost exceeds the budget allocation by $8,177.26. The firm ranked second is PCS Networks with a 14-point variance in technical abilities with a proposed cost $102,389.30 less than The Simple Solution. The Simple Solution offered the best overall hardware solution for the Agency but it was also the most expensive solution. PCS Networks is capable of providing the services required in the solicitation and of meeting the needs of the Authority. Also, the proposed cost offered by PCS Networks is substantially below the budget allocation for this project.

Recommendation and Justification

On Monday, June 24, 2002, the Selection Review Committee and Gerald Leroy of Purchasing met with the Finance Committee of the San Francisco Housing Authority Commission. The Selection Review Committee presented its findings and recommendation. The Finance Committee supported the concept of moving forward with this proposal, but asked a number of questions about the differences in the proposals submitted by The Simple Solution and the next low bidder, PCS Networks. As discussed, PCS Networks had provided services to the Santa Clara Housing Authority. The Finance Committee asked that staff contact Santa Clara to determine the outcome of their experience with PCS Networks. The Santa Clara Housing Authority staff indicated that they were satisfied with the implementation performed by PCS Networks when Citrix was installed at their authority.

The Selection Review Committee had initially concluded that The Simple Solution offered the most robust hardware array and that the additional servers offered would allow the SFHA's system to grow. After the Finance Committee meeting, the Selection Review Committee went back and reviewed the PCS Networks proposal. They were impressed with the technical methodology used by PCS Networks because of what the Committee perceived as a rigorous design and documentation process. The Committee was also impressed with PCS Networks' recommendation that the Agency buy under California Municipal Accounting System (CMAS) and Western State Contract Alliance (WSCA)

programs. These are two government purchasing programs which allow state and local government to buy direct from Compaq with substantial discounts on hardware. After a further technical review and discussions with experts in the application of Citrix, the Selection Review Committee determined that the hardware selection offered by PCS Networks will meet our requirements while saving the Authority money. This information was supported by conversations with Santa Clara Housing Authority whose staff indicated that they are happy and satisfied with the implementation performed by PCS Networks.

Other Related Price Factors

MBE/WBE participation and Resident Hiring as they relate to The Simple Solution and PCS Networks because they are top two ranking firms.

	MBE/WBE	Resident Hiring
The Simple Solution	MBE	Yes
PCS Networks	N/A	Yes

Committee Recommendation

The Selection Review Committee recommends the Authority to award the contract to The PCS Networks in the amount of $205,797.96. The selection of this firm would present the best value for the Authority.

Budget Consideration

Funding for this project is budgeted from 2001 Capital Fund Program.

Recommendations

Your approval of this resolution is requested.

RESOLUTION NO. _____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PCS NETWORKS TO IMPLEMENT CITRIX AT THE SAN FRANCISCO HOUSING AUTHORITY.

WHEREAS; the Authority faced the issue of outgrown personal computers; computers that no longer meet the minimum requirements for new software products being introduced to the market; and

WHEREAS; the Authority have decided to turn to Citrix as a solution which will run our Agency wide software from servers rather than on the desktop; and

WHEREAS, the Authority solicited, in full and open competition, proposals to implement Citrix pursuant to its Request for Proposals (RFP); and

WHEREAS, the Authority received proposals from The Simple Solution, Dataflow, Cyber and PCS Networks in a timely and acceptable manner; and

WHEREAS, the Authority established a review panel to scrutinize and evaluate each proposal in accordance with the evaluation criteria published in the RFP; and

WHEREAS, after careful evaluations, PCS Networks was determined to be the respondent that could provide the required systems and related services in a manner that is most advantageous to the Authority, cost and other factors considered; and

WHEREAS, funding for the required systems and services is available from the 2001 Capital Fund Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Commission approves and authorizes the Executive Director to enter into a contract with PCS Networks.
2. The sum of this contract will be in an amount not to exceed $205,797.96.
3. This Resolution shall take effect immediately.

APPROVED AS TO FORM:

Carl L. Williams, General Counsel

7-18-02
Date

REVIEWED BY:

Gregg Fortner, Executive Director

7/18/02
Date

DOCUMENTS DEPT.

JUL 1 9 2002

SAN FRANCISCO
PUBLIC LIBRARY

Citrix® MetaFrame XP™

Citrix® MetaFrame XP™ for Windows *with Feature Release 1.*

The most powerful solution for application serving and management specifically designed for the Internet and Windows 2000.

Citrix® MetaFrame XP™ for Windows® offers a complete solution for organizations that want more from their application serving environments. It extends the virtual workplace—the seamless integration of LANs, WANs, the Internet, Intranets and Extranets—by broadening the reach of the Windows 2000 Server family and advanced Microsoft platforms. Now organizations have a more powerful way to optimize communications, work more efficiently and compete more effectively.

Citrix MetaFrame XP securely deploys Windows-based applications with the highest levels of manageability so administrators can easily scale servers as organizations grow. With the new functionality Feature Release 1 provides, Citrix MetaFrame XP offers a more predictable, cost-effective computing experience for all users. And it provides better utilization of limited IT resources, with powerful capabilities for managing applications, servers and server farms, licenses and resources from a single, centralized location.

Citrix specifically customized the Citrix MetaFrame XP family into three tailored solutions that will accommodate a wide spectrum of customer requirements for functionality and scale:

- Citrix MetaFrame XPs delivers the level of control that departmental workgroups require to extend the reach of Windows 2000 Server to multiple devices.
- Citrix MetaFrame XPa maximizes the availability of applications across the Net for growing organizations.
- Citrix MetaFrame XPe offers extensive scalability and manageability, as well as rapid application deployment, for global enterprises in a Windows 2000 server-based environment.

The Citrix MetaFrame XP family provides:

- **Unparalleled manageability and scale**—systems, applications and users. Manage servers and server farms across the enterprise with robust system-management solutions.
- **Total Net leverage**—integration, personalization and control. Deliver any application to a single portal view, without rewriting application code. Experience seamless Net integration from any standard Web browser.
- **Ultimate flexibility**—any application, any device, over any Net connection. Citrix MetaFrame XP provides the power to deploy applications quickly with fewer hardware road blocks and less technology churn—for a reduced total cost of ownership.

About Citrix

- Founded in 1989, Citrix Systems, Inc. (Nasdaq: CTXS) is a global leader in application serving software and services that offer the ability to deliver any application to any device over any connection—wired, wireless or Web.
- Citrix solutions enable organizations of all types and sizes to reach more users, with more applications, in more locations—and achieve this with greater speed, improved predictability and lower costs.
- With over 24 million users worldwide, Citrix solutions have been adopted by over 90 percent of Fortune 500® firms and more than 50 percent of the Financial Times 500.

CITRIX®

Now everything computes.™

Key features.

Unparalleled manageability and scale—systems, applications and users.

Feature	Description	Benefit
Citrix Management Console (CMC)	Comprehensive interface enables complete, single-point management of the entire Citrix MetaFrame XP server farm from any location. Closely monitors connection licenses and identifies server properties.	Simplifies Citrix MetaFrame® server management by providing easy, convenient, single-point command and control — anytime from any location.
Application Publishing	Provides easy and fast deployment of applications to any server and any user with the click of a button.	Enables applications that look and feel like they are running locally to be intuitively accessed by end users without additional training required.
Content Publishing	Extends the application publishing model to accommodate internal and external content, such as audio, video, Web pages and files.	Saves time by accessing dispersed applications and content through a convenient Web portal.
SSL Encryption	Passes Citrix Independent Computing Architecture (ICA®) and XML content through the firewall using the HTTPS port and leverages the inherent 128-bit encryption of Internet-standard SSL technology.	Brings added security and peace of mind to Citrix MetaFrame XP administrators and users.
Advanced Shadowing	Allows administrators to take control of end user's Citrix ICA sessions, log shadowing instances and provide an on-screen shadowing indicator.	Makes it easy for administrators to remotely troubleshoot application problems and record shadowing instances for precise auditing purposes.
Citrix Program Neighborhood™	Pushes application icons to the Windows client's Start button and desktop.	Allows administrators to centrally control access to Windows applications and content from a single point. Reduces the need for additional end-user training.
Application Packaging and Delivery *MetaFrame XPe only*	Eases the burden of installing and uninstalling applications on servers in large server farms by automating the process with centralized configuration and delivery.	Allows total delivery control through scheduling and install verification. Saves time and money by making it easier to create and replicate applications, service packs and files across the server farm.
System Monitoring and Analysis *MetaFrame XPe only*	Provides the capability to centrally monitor and manage the server farm, with real-time graphing and alerting, capacity planning, user-definable metrics and reporting.	Allows administrators to efficiently manage and monitor system resources and to proactively predict system requirements, availability and application needs.
Advanced Load Management *MetaFrame XPe and XPa only*	Customizes load-balancing rules to maximize server resources based on the application and user environment. Take applications off-line for maintenance.	Scales Citrix servers more easily and cost-effectively to support thousands of users across multiple servers. Accommodates routine application and database maintenance.
Network Management *MetaFrame XPe only*	Administers Citrix MetaFrame XP server farms through the native network-management console of leading network-management solutions.	Uses a familiar interface to monitor and manage servers enabling simplified application deployment and administration to save time and money.
CPU Prioritization *MetaFrame XPe and XPa only*	Provides greater CPU priority to more strategic applications.	Ensures top performance for mission-critical applications running on Windows 2000 Server.
Connection Control *MetaFrame XPe and XPa only*	Limits the number of concurrent user and/or application connections.	Preserves valuable server resources and ensures that maximum application license usage is not exceeded.
ICA Session Monitoring *MetaFrame XPe only*	Monitors Citrix ICA network traffic, even down to the virtual channel.	Ensures proper bandwidth allocation to remote users and offices by providing network usage data.
Citrix Universal Print Driver	Consolidates print driver requirements into one universal print driver.	Reduces print driver administration while also reducing printing time for many desktop printers

Unparalleled manageability and scale—systems, applications and users (continued).

Feature	Description	Benefit
Centralized Printer Management	Replicates print drivers across Citrix MetaFrame XP servers, designates print drivers for use and limits the bandwidth used by print data streams.	Eases administration and replication of print drivers across the server farm. Ensures printing does not congest the network.
Centralized License Management	Manages all Citrix product and user licenses, including entry and activation, all from a single point.	Enables simplified administration and activation of all Citrix software licenses from one central location to accommodate server farms of all sizes.
Enterprise-class Scalability	Provides the ability to easily install, manage and expand as business requirements demand. Also supports complex network configurations, including multiple network segments and firewalls.	Allows Citrix MetaFrame XP server farms to exist across several subnets. Administrators can easily scale Citrix server farms to support hundreds of servers with tens of thousands of users.
Citrix Web Console	Utilizes an easy-to-use Web interface to access frequently used Citrix MetaFrame XP administration functions.	Saves time by providing a convenient way to access basic Citrix MetaFrame XP administration functions.
Active Directory™ Support	Provides the ability to publish applications and content to Active Directory users and groups.	Simplifies logon to Citrix MetaFrame XP servers by using a user's full Active Directory-based user name and password.
Novell® NDS® Support	Provides the ability to publish applications and content to Novell NDS users and groups. Supports seamless NDS authentication.	Saves time by eliminating the need to create Microsoft domain or Active Directory user accounts so NDS users do not have to authenticate twice when connecting to Citrix MetaFrame XP.
TCP-based Browsing	Enables clients to browse for published applications and content without relying on UDP broadcasts.	Eases deployment through firewalls and other secured network links by supporting standard protocols.
Pass-through Authentication	Provides the ability to pass the user's desktop password to the server. Eliminates the need for multiple system and application authentication.	Enhances the seamless integration of Win32 Citrix ICA clients by minimizing the authentication tasks required by the user.
Citrix Administrator Accounts	Designates Citrix administrator account privileges without requiring Help Desk and other administrators to have Microsoft domain or Active Directory privileges.	Eliminates the prerequisite of Microsoft administrator access for day-to-day Citrix MetaFrame XP administration.

Total Net leverage—integration, personalization and control.

Feature	Description	Benefit
Support for Citrix NFuse™ 1.6	Integrates existing and customized applications and content into any standard Web browser without rewriting a single line of application code — instantly.	Allows the Web to be utilized as an application infrastructure while providing the features and benefits of Citrix MetaFrame XP.
Support for Corporate Portals	Ability to add published interactive applications to enterprise Web portals, rounding out the array of Web-based resources with business-critical solutions.	Enables organizations to provide users in any location with seamless, centralized access to applications and content.
Web-based Client Installation	Identifies the platform a user is on and offers the opportunity to automatically download the appropriate Citrix ICA client.	Allows fast, simple deployment of Citrix ICA clients to first-time users. Administrators no longer have to touch every desktop.
Citrix MetaFrame XP Server Backup	Contacts back-up servers automatically in the event that the designated Citrix MetaFrame XP server fails to capture the Citrix NFuse logon request.	Increases application availability and provides a seamless user experience across the enterprise and a higher level of fault tolerance
Anonymous User Support	Connects both explicit and anonymous users to the same Citrix NFuse Web page to connect to Citrix MetaFrame applications and content.	Saves time and resources by eliminating the need to create separate Citrix NFuse Web pages for explicit and anonymous users

Ultimate flexibility—any application, any device, over any Net connection.

Feature	Description	Benefit
Universal Client Access	Supports more than 20 native Citrix ICA client choices covering Windows and non-Windows platforms.	Allows application deployment across the enterprise to practically any device.
Seamless Windows	Integrates local and remote applications into a local Windows desktop. Users may choose between the local and remote applications on the task bar.	Provides a true, seamless user experience with little to no end-user training.
High-color Depth and Resolution	Supports high-color (65,000) and true-color (16 million) sessions. Screen resolutions up to 64,000 by 64,000 pixels.	Enables Citrix ICA user sessions to run rich, high-resolution applications with the look and feel of a local desktop.
Access to Local System Resources	Automates access to all local drives and devices attached to communication ports. Also provides the ability to play 16-bit audio files.	Enables organizations to leverage all their local resources such as printers, personal digital assistants and other devices. Provides a seamless user experience.
Client Time Zone Support	Enables applications operating on a Citrix MetaFrame XP server to run in the context of each user's local time zone.	Allows accurate times to be documented for e-mail and other personal manager applications.
Panning and Scaling	Allows users to visually navigate standard desktop applications on hand-held devices with small screens.	Improves the usability of small hand-held devices when connecting to Windows applications running on Citrix MetaFrame XP.
Multiple-monitor Support	Enables Citrix ICA clients to use multiple side-by-side monitors to display applications running on Citrix MetaFrame XP.	Permits users who require multiple monitors on their desktops to access local and server-based applications concurrently.
Citrix SpeedScreen™ 3	Overcomes restrictive connections to speed application display and response time by reducing latency and bandwidth consumption.	Allows faster, more consistent application performance regardless of the network connection, enhancing the user's computing experience.
Auto Client Reconnect	Automates the Citrix ICA client's attempt to reconnect to a temporarily disconnected yet still-active user session.	Saves the user time and effort when attempting to reconnect to a disconnected Citrix ICA session.
Low Bandwidth Requirements	Reduces network bandwidth requirements to 5–20 Kbps.	Enhances application performance and makes the user feel as if applications are running on a local desktop.

Citrix puts the power of true enterprise-class application serving to work across your entire organization. For more information, contact any authorized member of the Citrix Solutions Network™ worldwide, or visit **www.citrix.com**

Worldwide Headquarters
Citrix Systems, Inc.
6400 NW 6th Way
Fort Lauderdale, FL 33309 USA
Tel: +1 (800) 393 1888
Tel: +1 (954) 267 3000
www.citrix.com

Americas Headquarters
Citrix Systems, Inc.
6400 NW 6th Way
Fort Lauderdale, FL 33309 USA
Tel: +1 (800) 437 7503

European Headquarters
Citrix Systems International GmbH
Rheinweg 9
8200 Schaffhausen
Switzerland
Tel: +41 (52) 635 7700

Asia Pacific Headquarters
Citrix Systems Asia Pacific Pty Ltd
Level 3, 1 Julius Avenue
Riverside Corporate Park
North Ryde NSW 2113
Sydney, Australia
Tel: +61 (0) 2 8870 0800

CITRIX®

© 2001 Citrix Systems, Inc. All rights reserved. Citrix®, ICA®, MetaFrame®, MetaFrame XP™, NFuse™, Program Neighborhood™, SpeedScreen™, Citrix Solutions Network™ and the Citrix, Now everything computes. and Citrix MetaFrame XP logos, including all related logos, are the trademarks, service marks and/or registered trademarks and service marks of Citrix Systems, Inc. in the United States and other countries. Windows® is a registered trademark and Active Directory™ is a trademark of Microsoft Corporation. Fortune 500® is a registered trademark of Time, Inc. Novell® and NDS® are registered trademarks of Novell Inc., in the United States and other countries. This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/). All other trademarks and registered trademarks are the property of their respective owners.

1082E/R20901 5000

5
3
5/02

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
T r. ay, July 25, 2002

440 Turk Street
San Francisco, Calif. a

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, July 25, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:11 p.m.

DOCUMENTS DEPT.
AUG 7 2002
SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
Julie Lee, Vice President (arrived at 4:18 p.m.)
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Shirley Byrd, Commissioner (arrived at 4:16 p.m.)
Rev. Edgar E. Boyd, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

Commissioner Boyd moved and Commissioner Clark seconded the motion to approve the agenda. The motion was carried with a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes of the June 27, 2002 Regular Commission Meeting and Commissioner Clark seconded the motion. The minutes of the June 27, 2002 Regular Commission Meeting were approved by a unanimous vote.

Commissioner Smith moved to approve the minutes of the July 11, 2002 Regular Commission Meeting and Commissioner Clark seconded the motion. The minutes of the July 11, 2002 Regular Commission Meeting were approved by a unanimous vote.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported on the updated Commission Request Log. It reflected that the security report will take place at the August 22, 2002 Commission Meeting, as requested by Commissioner Clark. The joint SFPD Police and Housing Commission meeting has encountered scheduling difficulties as the Police had a change in administration. The goal is to schedule a meeting in August and hold the meeting at Plaza East.

5. REPORT OF SECRETARY

Executive Director Gregg Fortner introduced David Esparza, the Administrator of Finance, to give a report on the Housing Authority's annual audit. Mr. Esparza presented a summary of the audit report to the Commissioners and acknowledged representatives from the firm that conducted the audit, Morris, Davis and Chan, who were in the audience. He reported that this firm expedited the SFHA audit report, for HUD submission. This resulted in ample time for HUD's comments, questions, and concerns to be answered, and the audit was resubmitted before the June 30, 2002 deadline.

Mr. Fortner asked Mr. Esparza to inform the Commission of the outstanding items that carried over from last year. Mr. Esparza replied that there were three findings in this audit, two of which were resolved within the current year. The third concerns the inventory controls for SFHA fixed assets and equipment. Currently, an inventory system is being developed to track and assess the values of SFHA fixed assets and equipment. The goal is to submit a resolution to the Commission, for this inventory system, by the 2003 audit period.

Commissioner Clark asked if the SFHA is still considered unqualified according to this outstanding audit finding. Mr. Esparza replied that the SFHA is not considered unqualified, this is just the status of the audit, and that this item is being worked on. Commissioner Brown then inquired as to why this outstanding item had not been thought of or worked out in the past and whether it had something to do with the computer systems. Mr. Esparza commented that it does have to do with establishing a computer based inventory system that will monitor and assess the values of the SFHA fixed assets and equipment from the past and for the future. The procurement department is developing the database to track and assess these values.

Mr. Esparza assured President Palega, that the audit report would cover performance and finance, in addition to other subjects.

Executive Director, Gregg Fortner continued the Secretary's report with comments on the Sunnydale Community Meeting held on July 18, 2002. Over 200 people attended the meeting, including residents, staff and community leaders, to discuss the recent crime

wave in their community. A commitment has been made to continue these meetings and discussions in order that resident concerns are addressed, and resources identified to help relieve the pain of the community. The next meeting was at 6:30 p.m. on July 25, 2002.

Mr. Fortner extended accolades went to Belinda Morgan and her staff, for producing 38 of the 50 graduates of Southeast College who participated in the SFHA Computer Learning Center class. These students learned to build their own computers and will be taking their projects home after the graduation ceremony.

The SFHA in conjunction with the Board of Supervisors is conducting a project to deliver 2000 energy efficient refrigerators to public housing residents. The only costs the Housing Authority will incur are installation charges. This will save the SFHA over $250,000. Mr. Fortner requested the Commissioners' presence at the August 8, 2002 press conference regarding this subject.

Mr. Fortner reported that badges for President Palega, and Commissioners Boyd, Brown, Smith, and Clark have been ordered. Finally, Mr. Fortner reported the sad news of Phillip Luciers death. He was a Duty Officer for the SFHA since 1994, and died on July 5, 2002. A moment of silence was observed.

President Palega then took a moment to recognize others who were in attendance at the Sunnydale Community meeting and commented on his and Mr. Fortner's commitment to change. He also mentioned that the individual who pledged to match funds up to $250,000 could not be found after the meeting.

Commissioner Brown asked Mr. Fortner to specify which security group is responsible for the Double Rock/Alice Griffith area. Mr. Fortner asked Jim Williams, Director of Security, to respond. He stated that Bay Area patrol has two shifts, and residents maintain a fixed post at the gate. As the safety of the residents becomes an issue, there will soon be a transition to armed security guards versus residential patrol of the gate. These armed security guards will also be responsible to foot patrol the area.

Mr. Williams confirmed Commissioner Clark's question that Bay Area Patrol will continue to provide the security for Alice Griffith.

President Palega recommended that the pedestrian gate on the west side of Gillman be locked due to the entrance of unwanted visitors. Mr. Williams replied that the gate would be locked.

Commissioner Smith asked if a security company was responsible for monitoring Plaza East. Mr. Williams answered that PPS is responsible for that site. Commissioner Smith then stated concerns about people parking on the sidewalk and children roaming the streets. She requested that this be brought to the security firm's attention before it gets

out of hand. President Palega clarified that police involvement is necessary regarding this issue, because the sidewalk area that Commissioner Smith referenced, does not belong to the SFHA. Mr. Williams stated that upon finding out who the new Northern Station captain is, a meeting with the captain, private security firms, and SFHA management, will be requested, in an effort to deal with the issues of Plaza East.

6. COMMITTEE REPORTS

Diversity Committee
Commissioner Smith reported that there has not been a recent meeting, although a reception is being planned for the new Chief of Police, Earl Sanders. The residents, SFHA Executive Staff, and the Commissioners are participating in organizing the event to be held at the Rosa Parks Senior Center. The date is to be determined. Commissioner Smith then reported that 25 seniors utilized the donated tickets to attend the Giants baseball game that evening. Finally, Commissioner Smith announced that the Western Edition Townhall would be holding its Breast Cancer screening on September 25, 2002.

Finance Committee
President Palega reported that a meeting would be scheduled to discuss the particulars of the audit findings.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL

General Counsel, Carl Williams reported that he would take up some matters during the closed session. Mr. Williams went on to report that the SFHA has received police reports regarding the recent Sunnydale home invasion/rape incident. Based on these police reports, the SFHA has taken action to terminate the lease of two residents that are believed to be involved in a manner that constitutes a violation of their lease. Three-day notices to cancel the leases were filed on Friday, July 19, 2002. Mr. Williams reported that since these two incidents, another police report has been received indicating additional resident involvement in the home invasion/rape case. This matter is still under investigation, but it is highly likely to result in additional lease termination actions.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
President William Vitale of the City Wide Council-Senior/Disabled reported that on July 15, 2002 their regularly scheduled meeting was held. President Vitale thanked Herb Lum and Beverli Marshall for their attendance and keeping the City Wide Council up to date on HUD regulations concerning how their funds can be spent.

Public Housing Tenants Association (PHTA)
Nothing to report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None.

11. NEW BUSINESS:

(A) RESOLUTION NO. 5040

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PCS NETWORKS TO IMPLEMENT CITRIX AT THE SAN FRANCISCO HOUSING AUTHORITY

Phillip Grennan, Director of Management Services and Support began his presentation with a background of the SFHA current computing system. There are about 300 desktop computers running on Microsoft '97 throughout the city. The objective is to upgrade all of the systems to Microsoft 2000. This feat became complicated because most of the desktop computers would have to be upgraded as well. Due to the high costs of accomplishing such a task, other alternatives were considered. Mr. Grennan explained that by implementing Citrix, the Microsoft 2000 software will run on the servers at the information data center, 1818 Egbert, rather than on the individual computer units. Therefore, an individual workstation upgrade can be avoided. The bidding process began after a successful pilot project in February deemed this option as feasible for the Housing Authority. Prior to consulting with the Finance Committee, the initial company of choice was The Simple Solution because of the robust hardware offered. But, upon the request of the Finance Committee, further research was conducted, and it was determined that PCS Network's Citrix solution would adequately fulfill the SFHA needs and would not cause problems.

In response to Commissioner Boyd's question, Mr. Grennan specified that the system is running on a wide area network and confirmed that the software is fed from the server to the network and then accessed by the end user. He further explained that the workstations become thin clients as the software itself is running on the servers at the information data center. Therefore, every time a software upgrade becomes necessary, the desktops are not subject to one. Currently, this saves the Housing Authority about $300,000.

President Palega asked if company alternatives had been thoroughly researched. Mr. Grennan responded that additional research had been performed, the Santa Clara Housing Authority, which is already using Citrix, was contacted, and the recommendation to use PCS Networks is the best choice to suit the SFHA needs.

Executive Director Gregg Fortner added that because of the Finance Committee, the Housing Authority would be $93,000 below the projected budget while saving over $100,000, and still receive the same quality of product.

President Palega then asked if this means that the SFHA won't have to upgrade for another five years. Mr. Grennan responded that he could only guarantee that the individual computer units would not have to be upgraded for five years, but the software must always be maintained to suit the needs of the end users.

Commissioner Boyd asked if the computer learning centers are apart of Housing Authority network. Mr. Grennan replied that the computer learning center is separate. President Palega then inquired as to what the computer learning center is using. Belinda Morgan, Director of the Computer Learning Center, specified that the computer learning center is using Microsoft Office XP 2000 and is not connected to the SFHA network.

Commissioner Clark moved to approve Resolution No. 5040 and Commissioner Boyd seconded the motion. Resolution No. 5040 was approved by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

David Hesbett of Rosa Parks requested that the Commission have the By-Laws translated into different languages and distributed as individual packets. He asked that the Commission consider the by-law rule, catalog rule, and calendar rule. Mr. Hesbett announced that he will run for office at Rosa Parks as soon as possible.

Pelenise Sagote of Alice Griffith presented a list of children and parents who are interested in a field trip to Great America. She requested that the Commission approve this trip. Ms. Sagote announced that she is a freelance worker doing this at the children's request.

Tuan Tran of the Southeast Asian Community Center commented that for the last 14 months he has been working with Buddy Choy of the SFHA. Mr. Tran thanked Naja Boyd, and Beverli Marshall for working so diligently with the Southeast Asian Community to solve some complex problems. He also thanked the SFHA for working so hard to provide affordable housing for people of low incomes.

President Palega requested that Executive Director Gregg Fortner handle the Alice Griffith situation and assured Ms. Sagote that the Commission approves of the Great America trip for the young people.

13. COMMISSIONER'S COMMENT AND REPORT

President Palega commented on the Commissioners' trip to New York. He reported that overall it was a pleasant trip and commended the Commission for their advancement in comparison to the other Commissions. This was reflected in the Moderators comments to the SFHA Commissioners at the end of the conference. Commissioners Boyd, Smith, Brown, Lee, and Palega attended the trip. President Palega stated that the SFHA Commissioners asked questions that raised the consciousness of the other Commissions. He continued by thanking his colleagues, staff, Harriet Wood for an organized trip, and Mr. Fortner for a wonderful dinner.

Commissioner Clark reported that he represented the Commissioners at the ribbon cutting ceremony at the new learning center on Kiska Road. He stated that many good remarks were made about the Housing Authority, Gregg Fortner, and President Palega. During the ceremony, the new Chief of Police, Earl Sanders, introduced Mayor Brown, who performed the honors of cutting the ribbon. Commissioner Clark expressed how wonderful the center was and that it is being held to great expectations.

Commissioner Boyd asked Executive Director Gregg Fortner his view of the Tenant Associations throughout the city. Mr. Fortner responded that the tenant associations are very strong and that he is trying to orchestrate the mentoring of the family sites by the City Wide Council, Senior/Disabled. Mr. Fortner commented that there are a few strong family site tenant associations, but there is definitely room for improvement. Lavonne Barnes has been designated to oversee efforts to engage family site residential participation and executing elections. Mr. Fortner stated that their input is essential during the planning stages of the agency and capitol funds.

Commissioner Byrd requested to receive the crime reports due at each Commission meeting. Jim Williams responded that the SFPD has not furnished the SFHA with the crime statistics in the last six months. She stated that the reason for her request is that if the crime reports were closely monitored, then perhaps the escalation in the crime rate could have been foreseen and abated before reaching this point.

Commissioner Smith commented on the expressions of David Hesbett of Rosa Parks. She stated that to her knowledge the By-Laws, as explained by General Counsel, Carl Williams, has never been translated into different languages and that tenants are encouraged to speak as much English as possible. Mr. Fortner further explained that several Housing Authority documents are translated, but due to the enormous volume of some, it would be administratively impossible to translate all documents that are for the public. President Palega interjected that essential documents, such as admission applications, agreements, contracts, etc. are translated, as well as notices of Commission Meetings.

Commissioner Brown commented on how outstanding the SFHA Commission Board was at the New York conference. He also mentioned that there are many Commissions in other parts of the country who do not allow the public to address the Commission and urged our public to take advantage of the opportunity that others are not as fortunate to have.

14. CLOSED SESSION

President Palega announced that the Commission had concluded its public agenda items and would go into closed session. As permitted under Government Code Section 54956.9 (b)(1), the Commission met in closed session to discuss potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations); closed session with General Counsel regarding Scott, et. al. v. SFHA, (HUD ALJ 09-99-7542-8). The commission went into closed session at 5:15 p.m.

15. RECONVENING OF THE COMMISSION MEETING

The Commission reconvened at 6:15 p.m. The Commissioners present were Palega, Smith, Byrd, Brown, Clark, Boyd, and Commissioner Lee was not present. During closed session the matters noticed were discussed. President Palega stated that no action was taken on the matter discussed.

16. ADJOURNMENT

Commissioner Byrd moved to adjourn the meeting and Commissioner Smith seconded the motion. There being no further business to come before the Commission, the regularly scheduled meeting of July 25, 2002 was adjourned at 6:15 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President

H65
.1
8/8/02

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, AUGUST 8, 2002 AT 4:00 P.M. AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
August 8, 2002

DOCUMENTS DEPT.
AUG 7 2002
SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   Shirley Byrd, Commissioner
   Rev. Edgar E. Boyd, Commissioner
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - July 25, 2002 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee - Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH QUALITY ASBESTOS CONTROL, INC. TO CONDUCT LEAD HAZARD REMEDIATION AT CAL 1-1, HOLLY COURTS, IN AN AMOUNT NOT TO EXCEED $62, 991.00

(C) RESOLUTION RATIFYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE PAYMENTS TO THE NATIONAL CREDIT REPORTING COMPANY FOR PROVIDING CRIMINAL AN CREDIT BACKGROUND REPORTS OF APPLICANTS FROM THE AUTHORITY'S WAITING LIST FOR PUBLIC HOUSING AND THE SECTION 8 VOUCHER PROGRAM IN THE AMOUNT NOT TO EXCEED $200,000.00

(D) RESOLUTION TO ACCEPT 2002 COMMUNITY DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND ACKNOWLEDGE AWARENESS OF RESPONSIBILITIES AND LIMITATIONS FOR 504 COMPLIANCE WORK AT CAL 1-3, SUNNYDALE STATE PRE-SCHOOL

(E) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH HABITAT FOR HUMANITY IN ORDER TO CREATE AFFORDABLE HOME OWNERSHIP OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES, ON VACANT PUBLIC HOUSING AND OTHER SURPLUS PUBLIC PROPERTY

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A closed session is scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (a) regarding pending litigation, *Thelma Walker v. San Francisco Housing Authority;* and potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations; and consultation with General Counsel regarding employment agreement between Executive Director and San Francisco Housing Authority.

15. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

AVERY™ RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

A

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

DATE: August 8, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

OVERVIEW

This Resolution requests the Commission to authorize the Executive Director to enter into a contract for legal services to prepare and review the documents and agreements associated with HOPE VI and other development projects undertaken by the Authority.

The Authority is progressing with its HOPE VI projects, with all sites well on the way towards revitalization. Hayes Valley and Bernal are completed and occupied. At Plaza construction is complete and the initial lease-up is almost finished. Partnership negotiations are underway for North Beach and documents for closing and start of construction are being prepared. Closing and start of construction are scheduled for mid September. Partnership negotiations for Valencia Gardens are also underway with closing expected by late next year.

The successful and timely implementation of the Authority's HOPE VI and other revitalization efforts requires competent real estate/development legal advice and representation in several very critical, but highly complex, areas. Legal services, like every other component of a revitalization effort, must be specialized and efficiently delivered so that scarce dollars go into resident housing and services.

OBJECTIVE

The Authority's objectives are to: a) commence and complete the intensive financial structuring, developer negotiations and document drafting process necessary to obtain the investor, private lender and HOPE VI financing and start construction on Valencia Gardens and North Beach as soon as possible; and, b) obtain specialized legal advice and assistance on other developments as the need may arise.

The Authority must have competent and highly regarded legal counsel and representation in its HOPE VI financial structures, real estate, tax credit, and related taxation issues regarding the HOPE VI developments at Plaza East, Bernal Dwellings, North Beach, and Valencia Gardens.

PROCUREMENT

In order to obtain transactional legal services for the Authority, the Authority solicited Requests for Proposals for transactional legal services for HOPE VI and other Housing Authority developments on November 19, 2001 from 46 law firms. The law firms solicited were identified by the SFHA's Contracts and Procurement Division through information provided by HRC, the SBA Pro-Net website and other housing authority vendor lists. The new procurement was also publicized on the San Francisco City Website, in the California State Contract Register and in the San Francisco Chronicle.

Proposals were obtained from seven bidders on January 4, 2002:

- Cohen and Grigsby
- Goldfarb & Lipman
- Grillo and Stevens
- Hanson and Bridget
- Holland and Knight
- Nixon and Peabody
- Reno and Cavanaugh

Evaluations were conducted in two parts: first, a technical evaluation was performed of the information submitted in written form. Then, for the three top-ranked firms, an oral interview was held.

The selection panel consisted of three members: a staff attorney with the San Francisco Redevelopment Agency, and two SFHA Senior Project Managers. For the first part of the evaluation, all seven firms were evaluated against the following six elements:

1. Firm's past performance and ability to perform scope of work in a timely and efficient manner.

2. Experience in the following areas:
   a. Experience as multi-family development legal counsel;
   b. Experience working with U.S. Department of Housing and Urban Development;
   c. Experience in housing finance law;
   d. Familiarity with California constitutional and municipal law;
   e. Excellent reputation as legal counsel;
   f. Ability to provide sophisticated real estate analysis, tax interpretations, securities, law and disclosure advice and expertise in financing transactions.
3. Quality of the firm's staff assigned to this job.
4. Fee Schedule and Terms, in particular competitive pricing, and any significant savings for the SFHA at all HOPE VI site developments.
5. Demonstrated MBE\WBE participation and Affirmative Action practices.
6. Ability and commitment to pursue the work promptly and meet scheduled deadlines.

The maximum score for this part of the evaluation was 300 points, and the seven firms scored from 74 to 271 points. At this stage one of the seven firms asked to withdraw due to the increasing burdens of their current workload and the difficulties their physical location might present (based in Pittsburgh, PA).

The top three ranked firms invited to oral interviews were :

- Hanson and Bridget
- Reno and Cavanaugh
- Goldfarb & Lipman.

After interviewing the three firms and reviewing the materials offered in the bidder's proposals, the consolidated rankings of the selection panel were as follows (a maximum score of 600 points was possible):

1. Goldfarb & Lipman	**540 points**
2. Hanson Bridget	**424 points**
3. Reno & Cavanaugh	**407 points**

The Authority has received the approval of HUD's Troubled Agency Recovery Center (TARC) for the procurement of legal services through this RFP, and TARC has approved the selection of Goldfarb & Lipman. The law firm of Goldfarb & Lipman will bring expertise in affordable multifamily real estate transactions and longstanding experience in low and moderate income housing to the Authority. Obtaining expert legal counsel will serve to protect the interests of the Authority and its clients in the sometimes lengthy and complex negotiations associated with real estate development transactions.

PRESENT SITUATION

The Authority currently has a HOPE VI legal services contract with Goldfarb & Lipman, which was approved by the Commission on April 27, 2000 pursuant to Housing Authority Commission Resolution Number 4884. HOPE VI mixed finance developments require outside, third party funding for completion, and include partnering with tax credit investors directly or through developer partnerships. The Authority contracts with outside counsel to provide legal advice and document development for HOPE VI mixed finance partnerships, which require specific expertise in the areas of HUD mixed finance regulations, taxation, tax credits, tax exempt bonds, partnerships, providing legal opinions and related real estate issues. Goldfarb & Lipman, as our third party real estate legal counsel, has provided legal advice on partnership structures, drafted documents, negotiated with the tax credit investors, and incorporated HUD's ever changing HOPE VI requirements for the development of the SFHA's HOPE VI properties.

ANTICIPATED OUTCOMES

Goldfarb & Lipman will advise SFHA regarding and prepare and/or negotiate the numerous agreements and other legal documents necessary for SFHA to carry out its HOPE VI development transactions. Typical tasks would include:

New Entity Formation

1. Complete organizational formation documents for new affiliated nonprofit corporations to be created in connection with the real estate development needs of the Authority.
2. Apply for federal and state tax exempt status for nonprofit corporations and negotiate with Internal Revenue Service and State Franchise Tax Board as necessary.

HOPE VI Financing

1. Prepare and/or review and negotiate a regulatory and operating agreement, mixed finance proposal, management plan, and an amendment to the annual contributions contract .
2. Draft second loan documents for HOPE VI mixed finance transactions.
3. Prepare a ground lease from SFHA to the partnership.
4. Confer and negotiate with HUD officials as necessary to meet HOPE VI requirements and guidelines.

Construction Loan Closing

1. Review, revise, and negotiate construction loan documents.
2. Provide customary opinions of owner's counsel.
3. Review title issues and coordinate with the title company to obtain owner's and lender's title policies.
4. Coordinate escrow and closing.

Tax Credit Syndication

1. Prepare and review a revised investor partnership agreement which provides for admission of the tax credit investor.
2. Negotiate with the tax credit investor and review all tax credit syndication documents.
3. Provide the investor with customary opinions of sponsor's and general partner's counsel.
4. Provide necessary securities law documentation and advice.
5. Coordinate with the tax credit consultant to review financial projections, structuring issues and California Tax Credit Allocation Committee (TCAC) concerns.
6. Provide required certifications and documentation for TCAC and the Internal Revenue Service (IRS).
7. Advise on customary tax credit syndication issues.

The above scope of services represents the expected outcome of this legal services contract. However, the Authority's need for legal services may be affected by contingencies or external developments which cannot be accurately predicted at the outset of this engagement, including, but not restricted to, performance of developer partners, changes in HUD policy, or changes in financing. Tasks may require longer than is budgeted for, for reasons not in the control of legal counsel. Ongoing work may reveal the need for sub-tasks which were not anticipated by either staff or legal counsel at the outset.

WHO BENEFITS

The Authority, as developer and owner of residential housing, and its clients, the low and moderate income residents of the City and County of San Francisco, will benefit by having advocates to protect their interests in complex real estate transactions. Competent legal counsel will ensure that transactions are structured to produce the maximum benefits for low and moderate income residents and ensure the efficient use of scarce funds for housing in the City and County of San Francisco.

BUDGET CONSIDERATIONS

Funding for this contract is primarily from HOPE VI funds already awarded to Bernal Dwellings, Plaza East, Valencia Gardens, and North Beach. Contracting for outside legal counsel is a normal element of HOPE VI development budgets. Additional funding, as needed based on the work to be performed, is available from the Authority's Comprehensive Grant funds which also provide for contracted legal services.

RESIDENT HIRING

Goldfarb & Lipman is committed to resident hiring, and has employed SFHA residents in its main offices in Oakland, California. The firm will continue to hire SFHA residents throughout the duration of this contract in order to meet or exceed the Authority's resident hiring goals.

MBE/WBE STATUS

Goldfarb & Lipman is committed to equal opportunity and nondiscriminatory employment practices. The firm is among the most culturally and ethnically diverse in the Bay Area, with approximately 36% minority employees, and 67% women employees. Three of eleven (27%) partners are minorities.

RECOMMENDATION

I recommend that the Board approve this resolution to contract with the firm of Goldfarb & Lipman to provide legal services for the Authority. The total amount of the contract is not to exceed $450,000.

(Prepared By Barbara Smith and Kenneth McBride)

RESOLUTION NO. _____

DATE ADOPTED _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

WHEREAS, the San Francisco Housing Authority (the "SFHA") has presently undertaken HOPE VI activities at five of its developments, and is pursuing development opportunities at other Authority sites; and

WHEREAS, each of the development efforts currently underway involve highly complex and specialized real estate and finance issues of taxation, tax credits, and financial structuring, partnerships and property ownership; and

WHEREAS, it is essential to the timely and successful completion of the SFHA's HOPE VI programs and other development efforts that competent legal advice and representation be provided to SFHA in the areas of taxation, document preparation, tax credits, and financial structuring; and

WHEREAS, the SFHA legal staff currently does not possess the necessary skill, knowledge, and experience to provide the legal advice and representation in these critical areas; and

WHEREAS, the firm of Goldfarb & Lipman has demonstrated and proven experience, knowledge, and expertise in the areas of real estate, taxation, tax credit, financial structuring, and related issues, and the procurement process for the actions contained in this Resolution, as undertaken by the SFHA, meets the relevant procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 Rev 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the laws of the State of California (collectively, the "Procurement Requirements"); and

WHEREAS, an SFHA-designated selection panel received seven proposals in response to a Request For Proposals issued by the SFHA on November 19, 2001, interviewed respondents, and reviewed and ranked the proposals; and

WHEREAS, the selection panel scored the proposal submitted by Goldfarb & Lipman as the highest ranking proposal from amongst the seven proposals received;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with Goldfarb & Lipman for transactional legal services pertaining to HOPE VI and other development sites throughout the Authority for an amount not to exceed $450,000.
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS, General Counsel

Date: 8-2-02 ,2002

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 8/2/02 ,2002

AVERY™ RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

D

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: June 28, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E Boyd, Commissioner
George R Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH QUALITY ASBESTOS CONTROL, INC. TO CONDUCT LEAD HAZARD REMEDIATION AT CAL 1-1, HOLLY COURTS, IN AN AMOUNT NOT TO EXCEED $62,991.00.**

OVERVIEW

This resolution will authorize the Executive Director to enter into a construction contract for Lead Hazard Remediation at CAL 1-1, Holly Courts Family Development. Pre-approval of the solicitation package was obtained from Authority management prior to publicly issuing the Solicitation No: 02-600-IFB-014.

HUD requires the Authority to implement interim lead based paint (LBP) hazard controls to stabilize existing deteriorated LPB and clean up lead dust on window sills at the sixty three (63) unabated units at Holly Courts. This contract is the mechanism by which the Authority procures the services of a lead certified contractor to complete the lead hazard remediation.

Approval to award the contract was obtained from TARC.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed or mailed its "Request for Bids" to seventeen (17) individual contractors (3 of which are MBE/WBE) listed in the Authority's Past Bidders List, the Contractors Blue Book and telephone directory yellow pages.

HRC: The Authority e-mailed, faxed or mailed its "Request for Bids" to one (1) MBE/WBE contractor listed by the San Francisco Human Rights Commission. Note: Only one contractor was listed at the time.

Newspapers: The Authority publicly advertised its "Request for Proposals" in the following newspapers:

- Daily Pacific Builder, (trade publication)
- San Francisco Bay View, (African American community)

Additional Newspapers: The Authority e-mailed its "Request for Proposals" to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its "Request for Proposals" to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

Builders Exchanges: The Authority sent its "Request for Proposals", Plans and Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- Dodge Scan/Daily Pacific Builder,
- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,

- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Building Exchange of Stockton,
- Construction Data Plan Room,
- Solano-Napa Builders Exchange,
- Construction Market Data
- Sierra Contractors Exchange

The Housing Development & Modernization (HD&M) developed the RFP documents. These were reviewed and approved by Procurement & Contracts (P&C); then HD&M issued the Solicitation No: 02-600-IFB-014 to seven (7) potential bidders (2 of which are MBE/WBE).

The on-site bid walk was conducted by HD&M on March 18, 2002; 11 contractors attended (2 MBE/WBE) along with the Consultant, Butch Reynolds from Harding ESE and Authority staff Industrial Hygienist Richard McGuire. Subsequently, HD&M received the proposals and managed the selection process.

BIDDER SELECTION PROCESS

The closing date for the solicitation was April 1, 2002 and the Authority received valid proposals from three (3) contractors. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by Mr. McGuire and forwarded to P&C for approval. The contractors' bids are as follows:

BID PROPOSALS:

Bidder	Bid Proposal	MBE/ WBE	UNION/ Type	25% Resident Hiring	Sub Contractors	MBE/ WBE	MBE/WBE Sub Contractor % Of Total Job	Total MBE/WBE
Quality Asbestos Control	$62,991	Yes	Yes	Yes	Rhapsody Environmental & Painting Services, Inc.	Yes	20%	100%
Allied Environmental Inc.	63,287	No	No	Yes	De La Cruz Painting	Yes	50%	50%
Cal Inc	$139,698	Yes	No	Yes	None	Yes	N/A	100%

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive and responsible bid. Based on the above, the lowest, responsive and responsible bidder is Quality Asbestos Control, Inc. (QAC). QAC is a union contractor, a WBE firm (utilizing a MBE

subcontractor) pursuing a goal of 30% resident hiring. Upon request, QAC reviewed their bid and informed Procurement that they stood by their bid.

According to the reference check on past projects performed by QAC, the firm is a responsible contractor with a good record. They have performed similar contracts for the Authority and have a good history of minimizing contractor initiated change orders. A debarment check was made and shows that QAC is not debarred from Federal Procurement and Non-Procurement.

OBJECTIVES

The objective of the Resolution is to authorize the Executive Director to enter into a contract to conduct lead hazard abatement at CAL 1-1, Holly Courts to protect the health and safety of resident children. The scope of work can be summarized as follows:

1. Prepare schedule and conduct tenant notification
2. Pre-clean and prepare each window Work Area at each apartment unit for surface preparation, dust and mildew clean up. Clean lead-containing dust, debris and mildew from windowsill, window jambs, window, and window slide channel and weep holes.
3. Remove deteriorated LBP from windowsills and jambs and prepare surface for painting. Spot prime bare wood or substrate.
4. Conduct final cleaning and decontamination. Treat mildew surfaces cleaned with bleach solution and rinse. Obtain visual clearance from Owner's Consultant
5. Prime coat entire window sill with water-based primer
6. Final coat window sill and jambs with semi-gloss enamel
7. Remove all plastic sheeting and drop cloths and notify Owner's Consultant when work is complete for clearance testing.

PRESENT SITUATION

Holly Courts Development is a two–story, 118 unit Senior Development. It was built in 1940. However, in 1996/1997, fifty five (55) units were renovated and the renovation included complete lead abatement. This leaves sixty three (63) units that still contain lead based paint (LBP) on various components, primarily on wood components like doors, door frames and molding trim.

The revised HUD regulations (issued as a final rule on September 15, 1999) 24 CFR 35, et al. established the requirements for notification, evaluation and reduction of LBP hazards in Public Housing. These regulations in 24 CFR 35.1355(b) state that if a public housing family development still contains units with LBP, the development must be assessed for the presence of lead hazards every three years. Any lead hazards identified must be remediated.

In accordance with these regulations, the Authority contracted with Harding ESE, a State Certified Lead Consultant to conduct the lead hazard risk assessment. The assessment included a visual paint condition inspection, interior dust wipe sampling and exterior soil lead sampling at twenty two (22) apartments units including fifteen (15) unabated units and seven (7) previously abated (lead painted components removed) apartment units.

The visual assessment found 16% of the interior LBP components to be in poor condition requiring stabilization with the primary component of concern being windowsills. The dust wipe sampling detected excessive lead dust levels on windowsills at three (3) of the fifteen (15) unabated units. These three (3) units were promptly cleaned and passed the clearance test. No soil lead hazards were detected in the bare soil. Also there were no residential lead hazards in the seven previously abated or lead-free units.

The HUD risk assessment criteria require the Authority to presume that any lead hazards identified in the units examined will also exist in the remaining units. Consequently, this contract is for the remediation of lead hazards in the remaining sixty three (63) unabated units.

ANTICIPATED OUTCOMES

Elimination of lead hazards in the sixty three (63) unabated units in accordance with HUD regulations.

WHO BENEFITS

Public housing residents, especially children will benefit from improved health, safety, and in general, living conditions. The project will also provide employment for public housing residents under the resident hiring requirements. By hiring residents, Quality Asbestos Control, Inc. is helping to create a pool of qualified residents for future work on similar Authority construction projects.

BUDGET CONSIDERATION

Funds are available through the Year 2000 Capital Funding Program.

RESIDENT HIRING

Quality Asbestos Control's requirement is to provide 25% resident hiring on this job. QAC estimates that the project will take up to 640 man-hours to complete. Resident employees will perform 25% or a minimum of 160 hours of the work, with a goal of 30% or 192 man-hours of the work. The Contractor and subcontractor will each employ three workers from their current crews (8 total) and create 3 or more positions for residents.

MBE/WBE PARTICIPATION

Quality Asbestos Control, Inc. and their painting subcontractor Rhapsody Environmental & Painting Services, Inc. are both MBE/WBE firms, together they will perform 100% of the work.

RECOMMENDATION

Quality Asbestos Control, Inc. a MBE/WBE firm has submitted the lowest, responsive and responsible bid, will subcontract with a MBE/WBE firm and is committed to providing 25% resident hiring at a minimum. Funding is available in the HUD 2000 Capital Fund Program. Because remediation of lead hazards is needed to protect resident children, the staff urges adoption of the Resolution authorizing the Executive Director to enter into a contract with QAC

for the remediation of lead hazards at CAL 1-1, Holly Courts in an amount not to exceed $62,991.00.

(Prepared by: Richard McGuire, Robert Dahlstrom, Gerald Leroy and Rene Latosa)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Troubled Agency Recovery Center, Memphis Office
One Memphis Place
200 Jefferson Avenue, Suite 300
Memphis, Tennessee 38103-2335

July 22, 2002

Mr. Gregg Fortner
Acting Executive Director, Housing Authority of
the City of San Francisco
440 Turk Street
San Francisco, CA 94102

Dear Mr. Fortner:

SUBJECT: Remediation of Lead Hazards Contract Award
Solicitation Number –02-600-IFB-014

This is in response to the letter dated July 9, 2002, forwarding bid information and requesting approval for a contract award of Remediation of Lead Hazards at Selecte Family Developments.

Based on the information provided by the San Francisco Housing Authority (SFHA) it appears the SFHA followed proper procurement procedures and has documented their files with justification for evaluation and selection for award of a contract. Provided the San Francisco Housing Authority (SFHA) has sufficient unencumbered funds and confirms the Contractors are not on the Debarred List, you may proceed with awarding the contract to the lowest responsive and responsible bidder, .

If you have any questions regarding this matter, please contact me at (501) 324-5316.

Sincerely,

Amoes H. Sheppard

Amoes H. Sheppard
Team Leader
Troubled Agency Recovery Center

cc: Mr. Sululagi Palega, Sr., President
Board of Commissioners
San Francisco Housing Authority
300 Burrows St reet
San Francisco, CA 94134

Ms. Shirley Byrd, Vice President
Board of Commissioners
San Francisco Housing Authority
1633 Sunnydale Street
San Francisco, CA 94134

Ms. Paula Kitses, Vice President
Board of Commissioner
San Francisco Housing Authority
675 Waller Street
San Francisco, CA 94117

Rev. Edgar Boyd
Board of Commissioner
San Francisco Housing Authority
Bethel A.M.E.
916 Laguna Street
San Francisco, CA 94117

Ms. Julie Lee
Board of Commissioner
San Francisco Housing Authority
1327 Taraval Street
San Francisco, CA 94116

Karen A. Newton
Deputy Assistant Secretary
OTAR, PB

Kathryn Edgar, OTAR, PB

Amoes H. Sheppard, PB2b

Doyle Laverdure, PB2b

SF Community Builder
SF Office of Public Housing

RESOLUTION NO. _____
ADOPTED_____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH QUALITY ASBESTOS CONTROL, INC. TO CONDUCT LEAD HAZARD REMEDIATION AT CAL 1-1, HOLLY COURTS, IN AN AMOUNT NOT TO EXCEED $62,991.00.

WHEREAS, The San Francisco Housing Authority publicly advertised Solicitation No. 02-600-IFB-014 for lead hazard remediation at Cal 1-1, Holly Courts, and

WHEREAS, the Authority received three (3) valid, sealed bids from outside contractors for the work at Cal 1-1, Holly Courts as follows:

Bidders	Bid Amount
Quality Asbestos Control Inc.	$ 62,991.00
Allied Environmental Services Inc.	$ 63,287.00
Cal Inc.	$139,698.00

WHEREAS, Quality Asbestos Control, Inc. submitted the low bid of $62,991.00 to provide for abatement of lead hazards at Cal 1-1, Holly Courts; and

WHEREAS, funding is available through the HUD 2000 Capital Fund Program; and

WHEREAS, the procurement process for those actions covered by this Resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws.

WHEREAS, the Authority has evaluated the bids and determined that Quality Asbestos Control, Inc. is the lowest, responsive and responsible bidder; and

WHEREAS, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

WHERAS, Quality Asbestos Control, Inc. has met the Union Worker Employment, MBE/WBE Participation and Resident Hiring goals.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute a contract with Quality Asbestos Control, Inc., to provide lead hazard remediation at Cal 1-1, Holly Courts Family Development for an amount not to exceed $62,991.00.

2. This Resolution shall take effect immediately.

APPROVED AT TO FORM AND LEGALITY:

CARL WILLIAMS, General Counsel

Date: 8-2-02

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 8/2/02

AVERY
RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-1200

TO: San Francisco Housing Authority Commission

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

DATE: July 29, 2002

SUBJECT: **RESOLUTION RATIFYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE PAYMENTS TO THE NATIONAL CREDIT REPORTING COMPANY FOR PROVIDING CRIMINAL AND CREDIT BACKGROUND REPORTS OF APPLICANTS FROM THE AUTHORITY'S WAITING LIST FOR PUBLIC HOUSING AND THE SECTION 8 VOUCHER PROGRAM IN THE AMOUNT NOT TO EXCEED $200,000.00**

This resolution requests Commission ratification of expenses incurred for paid and unpaid invoices from National Credit Reporting (NCR) totaling $125,000 and for authorization to spend an amount not to exceed $75,000 to cover additional services from NCR for the balance of the Fiscal Year September 30, 2002. NCR provides to the SFHA the criminal and credit background reports on individuals which is required to determine applicant eligibility for Public Housing and the Section 8 Housing Choice Voucher Program.

As you are aware the Authority opened the waiting list for the Section 8 Voucher Program last September 2001, whereby over 30,000 low-income families and individuals were added to the list. In order to expedite the utilization of the 2000 vouchers that are available and facilitate program lease–up, a goal was established to issue 6000 vouchers as rapidly as possible. (Based on experience, one in three vouchers results in a contract.) In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the SFHA denies assistance to Public Housing and Section 8 Applicants who have a history of

criminal activity by any family member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession of a controlled substance. In addition, persons convicted of manufacturing methaphetamine (speed) and registered sex offenders are denied assistance. In order to ensure that applicants with criminal backgrounds are not admitted to Public Housing units and the Section 8 Program, the above mentioned criminal background reports are required.

Initially, the criminal background reports were provided by the San Francisco Police Department, however in April, they informed the SFHA that they could no longer provide such service due to the increase in volume. Because the Request for Proposals process of selecting a new vendor to provide the criminal background reports would have caused a substantial delay in the lease-up effort, staff elected to expand the services of NCR in that they were already being utilized by the Authority to provide credit reports for Public Housing and Section 8 applicants.

OBJECTIVE

Pursuant to QHWRA, the Admissions and Continued Occupancy Policy and the Administrative Plan for the Section 8 Housing Voucher Program, the SFHA denies admittance to Public Housing units and the Section 8 Program to all applicants with a history of criminal activity. This resolution seeks ratification of payments made to NCR for providing such criminal background reports which enable SFHA to determine applicants eligibility.

PRESENT SITUATION

Earlier this year the Executive Director established a goal to issue approximately 6000 Housing Vouchers to families on the newly created list. The purpose is to reach maximum program utilization by leasing up the available 2000 vouchers as soon as possible. Presently over 4000 families have been processed for program eligibility and are awaiting the issuance of their Housing Voucher.

ANTICIPATED OUTCOME

Approval of this resolution will ensure that the completion of criminal background reports on program applicants will not be interrupted whereby program lease-up will not be jeopardized.

WHO WILL BENEFIT

Because the agency earns an administrative fee under the Section 8 Program for each housing voucher under a contract utilizing the available 2000 voucher will increase the income to SFHA by approximately $125,000 a month or $1,500,000 per year. In the Low Income Program, the Authority receives dwelling rent for each rented units.

BUDGET CONSIDERATION

Funding for this expenditure is available in the FY 2002 budget from the Low Income and the Section 8 Programs.

POLICY IMPLEMENTATION

Not applicable.

RECOMMENDATION

We recommend that the Board approve the resolution to authorize ratification of payments made to NCR totaling $125,000 and for authorization to spend an amount not to exceed $75,000, to cover additional services from NCR for the balance of the FY 2002.

RESOLUTION NO._____
DATE ADOPTED_____

RESOLUTION RATIFYING PREVIOUS PAYMENTS AND AUTHORIZING ADDITIONAL EXPENDITURES FROM THE NATIONAL CREDIT REPORTING COMPANY FOR PROVIDING CRIMINAL AND CREDIT BACKGROUND REPORTS OF APPLICANTS FROM THE AUTHORITY'S WAITING LIST FOR PUBLIC HOUSING AND THE SECTION 8 VOUCHER PROGRAM IN THE AMOUNT OF $200,000.00

WHEREAS, The Housing Authority of the City and County of San Francisco entered into a Section 8 Annual Contributions Contract on December 23, 19745, (as amended) with the United States of America (herein called the "Government") and Low-Income Developments under Contract SF-255; and

WHEREAS, The San Francisco Housing Authority admits low-income applicants from waiting lists for participation in Public Housing and the Section 8 Programs; and

WHEREAS, The San Francisco Housing Authority opened the waiting list for the Section 8 Housing Choice Program and added 30,000 new applicants in Fiscal Year 2002; and

WHEREAS, HUD regulations, the Admission and Continued Occupancy Policy and the Administrative Plan for the Section 8 Program require criminal background checks of all applicants from the waiting list during the eligibility process and before receiving a Public Housing unit or Housing Choice Voucher; and

WHEREAS, During this fiscal year, more than 4,000 applicants have been interviewed by the Customer Services Department and National Credit Reporting performed services by providing the criminal and credit background reports of the subject applicant.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITYAND COUNTY OF SAN FRANCISCO THAT:

1. The Board of Commissioner hereby ratifies and approves the services rendered by the National Credit Reporting in providing the criminal and credit background reports of the applicants on the San Francisco Housing Authority's waiting lists for Public Housing and the Section 8 Program.
2. The Commission authorizes the Executive Director to make payments for the services in an amount not to exceed $200,000 for the Fiscal Year 2002.
3. This resolution becomes effective immediately.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams
General Counsel 8-1-02
Prepared by Lawrence Andrews 674-3233

REVIEWED BY:

Gregg Fortner
Executive Director 8/2/02

RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: August 8, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

RE: RESOLUTION TO ACCEPT 2002 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND ACKNOWLEDGE AWARENESS OF RESPONSIBILITIES AND LIMITATIONS FOR 504 COMPLIANCE WORK AT CAL 1-3, SUNNYDALE, SUNNYDALE STATE PRE-SCHOOL.

OVERVIEW

Every year the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issues a Request for Proposals for the Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs. As part of Mayor Brown's vision and leadership, this economic activity is expressly directed to strengthening the economic and social health of lower-income neighborhoods and ensuring that economically disadvantaged persons or communities are provided real opportunities for participation and advancement.

On January 24, 2002, the Commission approved Resolution No. 5017 approving the submittal of the Authority's CDBG application.

On March 15, 2002 the Citizens Committee and the Board of Supervisors Finance Committee approved $200,000.00 in funding for the San Francisco Housing Authority for capital improvements to community facilities that preserve or expand services to residents of public housing. On March 25, 2002, Naja Boyd made a presentation to the Citizen's Committee, thanking them for the funding recommendation. Improvements to the Sunnydale State Pre-School operated by the San Francisco City College, fit the criteria. The funding will enable energy upgrades such as double pane windows, as well as the disability access improvements.

Although our 2002 CDBG Grant Application has been approved, we must seek the approval of the Commission to authorize the Executive Director to conduct all negotiations, execute and submit all contract documents including, but not limited to, applications, agreements, amendments, payment requests and reports which may be necessary for the completion of the Sunnydale State Pre-School improvements. The Pre-school is located at 1748 Sunnydale Avenue, in the Sunnydale Housing Development. With the Commission's approval we can begin work on the project and incur reimbursable expenses against the awarded funds.

PROCUREMENT
Not Applicable

OBJECTIVES
In accepting the 2002 CDBG funding, the Authority intends to improve the quality of life of children at Sunnydale by significantly increasing access and thereby increasing participation at this very important facility.

ADA/504 compliance will enable persons with disabilities, being served through Sunnydale State Pre-School, 1748 Sunnydale Avenue, to have access to facilities that are currently inaccessible or extremely burdensome to access. Accessibility is a primary concern for the Authority, as we strive to provide equal access to all common spaces where organized events and social gatherings take place. The objective of full accessibility is to provide every user of the services a sense of inclusion and therefore, to strengthen overall community involvement and empowerment. In addition, the Authority is legally required to provide full access by the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Architectural Barriers Act of 1968.

The purpose of this project is to upgrade these existing facilities to comply with Federal, State and City Accessibility Codes. The work will be done throughout the facilities providing accessible entrances, paths of travel, bathrooms and kitchen. Hardware and signage will be also upgraded to comply with accessibility codes. New windows are also planned which conform both with the ADA and energy codes.

PRESENT SITUATION
The pre-school, operated by the San Francisco Community College District, is a full day, year-round program for children 3 to 5 years of age. The center primarily serves families in the Sunnydale Housing Development and neighboring Visitation Valley. The overall goal of the program is to provide an environment for children to learn while experiencing cultural equity and developing positive self-esteem.

The Sunnydale State Pre-School, is in urgent need of accessibility improvements. It is not able to serve children with disabilities, nor can it accommodate disabled parents or employees. Renovation of the building for ADA compliance will enable this facility to serve disabled residents.

ANTICIPATED OUTCOMES
If the CDBG funding is accepted and the Executive Director is authorized to enter into an agreement, the anticipated outcome is as follows:

- An increase in the number of accessible facilities and provide improved services to seniors, children and the disabled,
- Compliance with Federal, State and City accessibility codes reducing the Authority's liability exposure,
- Involvement of residents in training and employment.

WHO BENEFITS

Public housing residents will benefit from improved living conditions for persons with disabilities. The neighborhood and City will benefit from better quality educational and recreational opportunities, and the knowledge that this is a lasting financial investment.

BUDGET CONSIDERATIONS

Funds for accessibility improvements at the Sunnydale State Pre-School at the Sunnydale Development will be available from the 2002 CDBG funding. Architectural/Engineering fees will be paid using Year 2002 Capital Funds.

REGARDING RESIDENT HIRING

If the CDBG funding is accepted, the projects will be bid out stating the requirement to provide 25 percent Resident Hiring on this job at a minimum.

MBE/WBE PARTICIPATION

If the CDBG funding is accepted, the project will be publicly bid stating the requirement to provide 20 percent goal MBE/WBE participation on this job at a minimum.

RECOMMENDATION

Staff urges the adoption of the attached resolution.

(Materials Prepared by: Robert Dahlstrom, Mary Bulota-Kane and Alicia Sisca)

RESOLUTION NO. _____
DATE ADOPTED_____

RESOLUTION TO ACCEPT 2002 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND ACKNOWLEDGE AWARENESS OF RESPONSIBILITIES AND LIMITATIONS FOR 504 COMPLIANCE WORK AT CAL 1-3, SUNNYDALE, SUNNYDALE STATE PRE-SCHOOL.

WHEREAS, the San Francisco Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issued a Request for Proposals for the 2002 Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs; and

WHEREAS, On January 24, 2002, the Commission approved Resolution No. 5017 approving the submittal of the San Francisco Housing Authority's CDBG application; and

WHEREAS, For the year 2002, the Board of Supervisors approved capital grants in the amount of $200,000 for the Authority; and

WHEREAS, the Authority recognizes that the proposed application for the ADA/504 improvements at Sunnydale for the Sunnydale State Pre-School meets the requirements of the CDBG program; and

WHEREAS, procedures established by the Mayor's Office of Community Development (MOCD) require the applicant for Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) funding to certify by resolution the acceptance of CDBG or ESG funds prior to preparation of the City/ San Francisco Housing Authority Grant Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The President of the Board of Commissioners of the Authority is authorized to execute the required document: "Resolution of the Board of Commissioners" on behalf of the Board of Commissioners.

2. The Executive Director is authorized to conduct all negotiations, execute and submit all contract documents including but no limited to applications, agreements, amendments, payment requests and reports which may be necessary for the completion of improvements at the Sunnydale State Pre-School at the Sunnydale Housing Development

3. The Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS,
General Counsel

Date: 8-1-02

REVIEWED BY:

GREGG FORTNER,
Executive Director

Date: 8/2/02

AVERY
RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

E

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: August 8, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH HABITAT FOR HUMANITY SAN FRANCISCO IN ORDER TO CREATE AFFORDABLE HOME OWNERSHIP OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBILC HOUSING, SECTION 8 AND OTHER FAMILIES, ON VACANT PUBLIC HOUSING AND OTHER SURPLUS PUBLIC PROPERTY**

OVERVIEW

This resolution authorizes the Executive Director to negotiate and enter into a Memorandum of Understanding (MOU) with Habitat for Humanity San Francisco (Habitat) to pursue homeownership opportunities on surplus public property and underutilized vacant public housing property, primarily as in-fill housing development. Other public agencies have identified surplus property that may be appropriate for homeownership housing that could be made available at favorable costs through the Authority to Habitat. In addition, some of the Authority developments have areas where in-fill homeownership housing could be constructed. In the attached draft MOU, Habitat has committed to give preference to qualifying SFHA public housing residents and Section 8 Voucher holders when selecting families for homeownership.

Any proposed acquisitions, ground lease agreements, dispositions or other property transactions related to this draft MOU and the development of homeownership housing would have to come back to the Commission for authorization. Any such transactions would also be at no cost to the

Authority and preference would be give to Authority residents when selecting families for the future affordable home ownership opportunities on these properties.

OBJECTIVES

The objective of this resolution is to enable the Executive Director to negotiate and enter into an MOU with Habitat for Humanity and form a collaboration for development of affordable homeownership housing. Under this MOU, surplus property from other public agencies that Habitat brings to the table could be purchased through the Authority to Habitat who will then give preference to public housing residents and Section 8 Voucher holders when selecting the first time homebuyers.

Previous Experience: As a non-profit, Habitat collaborates with public agencies, private entities and other organizations to develop ownership housing in partnership with people in need. They have been building homes for ownership by low-income families in the city of San Francisco since 1996 and are planning to build another 50 homes in the next five years. They were just approved by the San Francisco Redevelopment Agency to build eight homeownership units on Mission Street, the biggest Habitat for Humanity project in the United States. Recently, after identifying some potential building opportunities on surplus public land owned by BART, Habitat approached the Authority, since such public land may be more easily and economically disposed of to a public agency, and then made available to Habitat. Habitat has also worked with the Authority to incorporate homeownership opportunities into the proposed Hunters View HOPE VI revitalization and identify other property where in-fill ownership housing would be appropriate.

Typical Transaction Process: Habitat previously completed two projects with the San Francisco Redevelopment Agency (SFRA) and has four additional projects in development, including the eight units mentioned before. Typically, land is transferred by the government agency to Habitat through a Disposition & Development Agreement (DDA) which spells out the terms of agreement under which Habitat develops the site. Habitat is responsible for designing the homes and applying for the necessary permits. Conveyance of the land occurs once a permit for construction is issued. Assuming Habitat will be paying the appraised value of the BART land, Habitat anticipates that the land will be conveyed simultaneously with the purchase from BART through the Authority and onto Habitat. Habitat anticipates little risk and/or liabilities to be held by the Authority since the conveyance of the property would happen simultaneously with the purchase of the property from a public agency such as BART.

Homebuyer Outreach and Selection: During the design and permitting phase, Habitat engages in outreach to select the future homeowner families. A DDA agreement also includes detailed conditions under which land is conveyed to first-time buyers, how the families are selected, how Habitat will perform its community outreach, etc.

Under this draft MOU, in return for assistance with conveyance of the land, Habitat would give priority to qualifying Authority residents and Section 8 Voucher holders for one-half of the units to be constructed on surplus public property. The basic qualifications for households participating in all Habitat programs include a demonstrated need for affordable housing, a household income of not more than 50% of Area Median Income (AMI) of the City and County of San Francisco and a willingness to "partner" with Habitat by contributing "sweat equity" hours in helping to build the

home in lieu of a down payment. These hours include assistance with construction, fundraising and participation in public events, such as groundbreakings and dedications. They would also opportunity to purchase these homes at cost with no interest mortgages to insure that no more than one-third of the families' income is spent on housing.

Typical Application Process:

1. Interested families attend an orientation meeting and complete the initial application, which describes the homeownership opportunity, the application process, and the Habitat program.

2. Interested applicants attend a Habitat Application Workshop, where they complete an application for homeownership.

3. Habitat staff and Family Partnership Committee review applications to determine which applicants are eligible for further consideration. Families who do not qualify will be notified by letter.

4. The second phase is a home-visit and interview by two members of the Family Partnership Committee. The purpose of the home interview is to learn more about a family applicant's current living situation. After these visits, the Family Selection Committee will identify the families who best meet the four criteria (income-eligible, need for housing, ability to pay and willingness to "partner": to participate in sweat equity program). The Family Partnership Committee identify the families that have the greatest need for housing and most willingness to partner. Out of this group of families, Habitat will use the following order of preference, per this MOU, to select Habitat Partner Families:

Preference	Situation
1.	Currently living in San Francisco Housing Authority homes
2.	Currently Participating in the Section 8 Program
3.	*Other* Residents of San Francisco (min. 12-month residency required prior to offer to purchase)

5. If more than families qualify then homes being constructed, a lottery will be held among all eligible families. If a lottery is required, the drawing of names will be held in a well-advertised and public location.

Title Examples: Habitat for Humanity only builds houses for ownership. Therefore, each selected family would own its own home. Since Habitat will be paying the appraised value of the land for transactions with surplus public property, family ownership is expected to include the land. Habitat mortgages are generally 30 years. There are restrictions that prevent families from selling their

homes at market rate for a certain number of years. Below is a Habitat's example of Equity sharing in such a property, where a Shared Appreciation Agreement is signed with the new owner, and becomes part of the deed of trust. In addition, Habitat would have the right of first refusal for any sale.

In cases where the conveying agency provides the land at no cost to the family, it is possible to have a "silent second" mortgage for the value of the land (as does SFRA).

Equity Sharing Examples: Habitat establishes the sale price of its completed homes at a level less than or equal to its cost of construction, including land costs. This cost is often substantially below the fair market value (FMR) of the home. Partner families buy their homes from Habitat at this cost, with no cash down payment, and the price financed at 0%. Thus, all of their mortgage payments are direct reductions of loan principal – there is no interest paid by the family.

The family owns the home, and Habitat retains no ownership interest apart from its interest in the mortgage. The family is never required to resell its home; however, the family is free to sell its home at any time, to any person, at any price it chooses.

Habitat has adopted a policy designed to avoid any windfall gains to the family upon a resale. In part, this is recognition of the contributions made by Habitat, its volunteers, partners and donors to the total value of the home, and the importance of keeping those contributions dedicated to the elimination of poverty housing. Habitat thus seeks to "recycle" these contributions, rather than bestow a windfall gain on the partner family. By the same token, it is fair for the family, like any homeowner to share in the appreciation of the home during their stewardship, care, maintenance and improvement of the property.

The policy adopted by Habitat seeks to fairly balance these goals. Thus, upon resale, the fair market value of the home is allocated among the family and Habitat. After repayment of the mortgage balance, the family retains the amount of their principal reductions of the mortgage, plus one half of the difference between (a) the fair market value of the home at the time of resale and (b) the fair market value of the home at the time of purchase. Habitat retains (1) the full difference between the fair market value of the home at the time of purchase and the price at which the home was sold to the family, plus (2) one half of the difference between the fair market value of the home at the time of resale and the fair market value of the home at the time of purchase.

EXAMPLE: Habitat recently completed 3 homes on Innes Ave. in San Francisco. These single-family homes were sold to the families at $175,000, financed on a 30 year no interest mortgage with monthly payments of $486.00. The homes had a fair market value of $245,000 at the time they were sold to the families. If the family sells the home, and assuming a 3% annual appreciation in the home's value, the equity allocation formula works out as follows:

9/c

end of yr.	Fair Mkt. Value	Loan Balance	Family's Debt Reduction	Family's Share of Appreciation	Total To Family	To HHSF
1	252,350	169,167	5,833	3,675	9,508	73,675
5	284,022	145,833	29,167	19,511	48,678	89,511
10	329,260	116,667	58,333	42,130	100,463	112,130
15	381,702	87,500	87,500	68,351	155,851	138,351
20	442,497	58,333	116,667	98,749	215,415	168,749
25	512,976	29,167	145,833	133,988	279,821	203,988
30	594,679	-	175,000	174,840	349,840	244,840

Proposed Authority Commitment: Under the proposed MOU, the Authority would commit to work exclusively with Habitat on properties that Habitat brings to the table that are not part of the Authority portfolio. Other possible transactions with Authority owned property, such as in conjunction with the HOPE VI program, may also be considered for development of homeownership housing, again Board of Commissioner approval.

Commission Approvals: Any and all property transactions related to this MOU must have prior approval by the Authority Commission. Habitat has worked with the San Francisco Redevelopment Agency (SFRA) and is accustomed to approval processes involving commissions as well as the Planning Department and the San Francisco Department of Building Inspection (DBI). In addition, Habitat engages in an extensive community outreach process to seek and include neighborhood input in any proposed development.

WHO BENEFITS

Public housing residents, Section 8 Voucher holders and other low-income San Francisco households will benefit from first time homeownership opportunities developed under this proposed MOU. Residents who are selected will purchase their own homes at no profit to Habitat with zero-interest financing. All mortgage payments will build equity for the homeowner families. No down payment will be required, only a minimum of 500 hours of "sweat equity". Moving Authority residents into Habitat homes will allow space for more families to move into Authority homes *in part* serving more low-income families of the San Francisco area and completing the Mission of the Authority.

BUDGET CONSIDERATION

NOT APPLICABLE. Authority funding is not necessary, since Habitat will provide full funding for the purchase of the properties and conveyance of the properties. Habitat has also committed to provide all the financing for the cost of construction and any other land costs.

RESIDENT HIRING

Habitat for Humanity has agreed to meet the Authority's Resident Hiring requirements under the proposed MOU.

9/0

MBE/WBE PARTICIPATION
Habitat for Humanity is not an MBE/WBE organization, but is a non-profit corporation.

RECOMMENDATION
Staff recommends adoption of the Resolution.

(Prepared by: Barbara T. Smith and Juan S. Monsanto)

RESOLUTION NO._____
DATE ADOPTED. _____

9/c

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH HABITAT FOR HUMANITY SAN FRANCISCO IN ORDER TO CREATE AFFORDABLE HOMEOWNERSHIP OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES, ON VACANT PUBLIC HOUSING AND OTHER SURPLUS PROPERTY

WHEREAS, the draft Memorandum of Understanding (MOU) provides the basis for a partnership between the San Francisco Housing Authority (the Authority) and Habitat for Humanity San Francisco (Habitat) for the development of affordable homeownership housing on surplus public land and underutilized portions of public housing sites; and

WHEREAS, Commission approval would be required prior to entering into any proposed acquisitions, dispositions, ground lease agreements or other property transactions related to the development of affordable homeownership housing under this MOU; and

WHEREAS, the Authority is a public housing authority formed pursuant to California Health and Safety Code 3280 et seq. and governed by certain regulations promulgated by the United States Department of Housing and Urban Development ("HUD") with a governing board that is appointed by the Mayor of the City and County of San Francisco (the "City"); and

WHEREAS, the Authority as a public agency may receive preference and favorable acquisition costs from other public agencies in obtaining surplus public property that is appropriate for affordable housing and transfer to Habitat for development of homeownership opportunities at no cost to the SFHA; and,

WHEREAS, Habitat has identified some potential building opportunities on surplus land owned by other agencies that may be easily disposed of to a public agency such as the SFHA and then made available to Habitat at no cost to the SFHA; and

WHEREAS, the Authority is the owner of certain public housing developments on more than fifty sites located throughout the City and County of San Francisco, some with under-utilized areas that could accommodate infill homeownership housing for construction by Habitat; and

WHEREAS, Habitat will give preference to qualifying SFHA public housing residents and Section 8 voucher holders when selecting families for the affordable home ownership opportunities on 50% of the properties developed under this MOU; and

WHEREAS, Habitat is a nonprofit community-based organization that has been building homes for ownership by low income families in the city of San Francisco since 1996 and will build another 50 homes in the next 5 years; and

WHEREAS, Habitat provides a solution to the need for decent, affordable ownership housing by forming dynamic collaborations with community members who come together to build housing in partnership with low income families who contribute "sweat equity" hours towards the construction of their homes in lieu of down payments and become qualified based on sales prices at cost and interest free mortgages; and

WHEREAS, families are selected to partner with Habitat based on their need for affordable housing and incomes that may range between 35 to 60 percent of the median income, their ability to repay a no-interest mortgage loan, and their willingness to invest 200 to 500 hours of seat equity; and

WHEREAS,the Section 8 Home ownership program, Family Self-Sufficiency Program and other programs may be combined with these efforts; and,

WHEREAS, the provision of affordable home ownership for residents of the city of San Francisco is paramount.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to negotiate and enter into a Memorandum of Understanding with Habit For Humanity San Francisco.

2. Commission approval would be required prior to entering into any proposed acquisitions, dispositions, ground lease agreements or other property transactions related to the development of affordable homeownership housing under this MOU.

3. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY: REVIEWED BY:

Carl L. Williams

CARL WILLIAMS, General Counsel

Date 8-2-02

GREGG FORTNER, Executive Director

Date 8/2/02

(DRAFT)

MEMORANDUM OF AGREEMENT
BETWEEN
SAN FRANCISCO HOUSING AUTHORITY
AND
HABITAT FOR HUMANITY SAN FRANCISCO

This Agreement of understanding by and between the San Francisco Housing Authority, hereinafter referred to as the AUTHORITY and the Habitat for Humanity San Francisco, hereinafter referred to as HABITAT is entered into the ____ of _____, two thousand two.

WITNESSETH THAT:

WHEREAS, Habitat is a nonprofit community-based organization that builds ownership housing in partnership with people in need, and has been building homes for ownership by low income families in the City and County of San Francisco since 1996 and will build another 50 homes in the next 5 years; and,

WHEREAS, Habitat provides solutions to the need for decent, affordable housing by forming dynamic collaborations with community members who come together to build housing in partnership with low income homebuyers who contribute "sweat equity" hours towards the construction of their homes in lieu of down payments and who are able to purchase these homes at cost with no interest mortgages to insure that no more than one-third of the families' income is spent on housing; and,

WHEREAS, families are selected to partner with Habitat based on their need for affordable housing, their ability to repay a no-interest mortgage loan, and their willingness to invest 200 to 500 hours of seat equity; and,

WHEREAS, such families' incomes may range from 35 to 60 percent of the median income; and,

WHEREAS, Habitat for Humanity has identified some potential building opportunities on surplus land owned by other agencies that may be easily disposed of to a public agency such as the SFHA, and then made available to Habitat at no cost to the SFHA; and,

WHEREAS, in return for considering transactions that provide property for Habitat for Humanity, Habitat to build homeownership opportunities, preference for the housing will be given to qualifying SFHA residents and Section 8 voucher holders when selecting families for the future affordable home ownership opportunities on 50% of these properties. This preference is defined below in the Application Process:

Application Process:

'8/c

1. Interested families attend an orientation meeting and complete the initial application which describes the homeownership opportunity, the application process, and the Habitat program.

2. Interested applicants attend a Habitat Application Workshop, where they complete an application for homeownership.

3. Habitat staff and Family Partnership Committee review applications to determine which applicants are eligible for further consideration. Families who do not qualify will be notified by letter.

4. The second phase is a home-visit and interview by two members of the Family Partnership Committee. The purpose of the home interview is to learn more about a family applicant's current living situation. After these visits, the Family Selection Committee will identify the families who best meet the four criteria (income-eligible, need for housing, ability to pay and willingness to "partner": to participate in sweat equity program). The Family Partnership Committee identify the families that have the greatest need for housing and most willingness to partner. Out of this group of families, Habitat will use the following order of preference, per this MOU, to select Habitat Partner Families:

Preference	Situation
1.	Currently living in San Francisco Housing Authority homes
2.	Currently Participating in the Section 8 Program
3.	*Other* Residents of San Francisco (min. 12-month residency required prior to offer to purchase)

5. If more than families qualify then homes being constructed, a lottery will be held among all eligible families. If a lottery is required, the drawing of names will be held in a well-advertised and public location; and,

WHEREAS, the Authority will utilize all its resources to assist in these transactions to be accomplished in the most expeditious and affordable ways, including, but not limited to Section 8 Home ownership program, Family Self-Sufficiency Program, and others; and,

WHEREAS, the Authority has identified other under utilized land within the Authority property that could be utilized to build home ownership opportunities at Habitat's cost and Habitat in return for the land deed or ground lease, will offer to reciprocate by giving preference (defined above in the "Application Process") to SFHA residents and Section 8 voucher holders when selecting families for the future affordable home ownership opportunities on these properties; and,

WHEREAS, the provision of affordable home ownership for residents of the city of San Francisco is paramount.

NOW, THEREFORE THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

1. The Authority was approached by Habitat for Humanity San Francisco to provide a solution to the need for decent, affordable housing in the city of San Francisco by forming a dynamic collaboration with the Authority to come together to build housing on land owned by the Authority in partnership with low income families who contribute "sweat equity" hours towards the construction of their homes in lieu of down payments, and partners families can purchase these homes at cost with no interest mortgages to insure that no more than one-third of the families' income is spent on housing; and,

2. Habitat will give preference (as defined above in "Application Process) to SFHA residents and Section 8 voucher holders when selecting families for the future affordable home ownership opportunities on these properties; and

3. Habitat has committed to provide all the financing for the cost of the construction, and a portion of the cost of the land, if necessary; and

4. The Authority has committed to work exclusively with Habitat on such properties that Habitat brings to the table that are not part of the Authority portfolio; and

5. This Memorandum of Agreement shall take effect immediately.

HABITAT FOR HUMANITY SF	**SAN FRANCISCO HOUSING AUTHORITY**
78 Ocean Street	440 Turk Street
San Francisco, CA 94112	San Francisco, CA 94102
_____	_____
Executive Director	Executive Director
_____	_____
Date	Date
_____	_____
Legal Counsel	Legal Counsel
_____	_____
Date	Date

F
.5
3
8/02
2

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, August 8, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, August 8, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:13 p.m.

1. ROLL CALL

Roll call found the following members to be:

DOCUMENTS DEPT.

SEP 11 2002

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: *Sululagi Palega, Sr., President*
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Rev. Edgar E. Boyd, Commissioner (arrived at 4:18 p.m.)

ABSENT (Excused): *Shirley Byrd, Commissioner*
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

President Palega requested a change to the agenda, because the Resolution pertaining to "New Business 11(C)" had been amended. The "Amended Resolution" is the one that was considered by the Commission when "New Business 11(C) was called at the meeting. Executive Director Gregg Fortner requested that "New Business 11(E)" not be considered by the Commission on this agenda. Commissioner Clark moved to amend the agenda as requested by President Palega and Mr. Fortner. Betty Smith seconded the motion. The motion was carried by a unanimous vote.

Commissioner Clark moved to approve the agenda and Commissioner Brown seconded the motion. The motion was carried by a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Brown moved to approve the minutes of the July 25, 2002 Regular Commission Meeting and Commissioner Clark seconded the motion. The minutes of the July 25, 2002 Regular Commission Meeting were approved by a unanimous vote.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported on the updated Commission Request Log. Progress is being made towards having a tenant representative from a family site present at the Commission Meetings. The newly elected President of Hunter's View, Tessy Esther, is being encouraged to attend the next Commission meeting. The joint meeting of the San Francisco Police Commission and the Housing Authority Commission has yet to be scheduled due to the change in administration at the SFPD. At the next Commission Meeting, the Director of Security, Jim Williams will have a status report regarding the performance of SFHA security firms. Finally, Mr. Fortner included Commissioner Lee's article "Chicken Wings and Tea" and a print out of the SFHA website describing the SFHA Commission, in his report.

5. REPORT OF SECRETARY

Executive Director Gregg Fortner reported that a groundbreaking ceremony for the $106 million dollar, North Beach Hope VI development, is tentatively scheduled for October 7, 2002 at 11:00 a.m. Scheduling coordination is involving the Mayor's office, Congresswoman Nancy Pelosi's office, and Senators Boxer and Feinstein's offices. The groundbreaking ceremony for Clemetina is being scheduled for the week of October first. As requested by the Commission, on August 27, 2002 at 3:00 p.m., a reception for Police Chief Sanders will be held at Rosa Parks, hosted by the SFHA. Mr. Fortner provided an update of a previous Commissioner, Marisa Moret, who is now the Managing Attorney for the City Attorney's Office. Lastly, Mr. Fortner presented framed certificates for completing an Advance Commissioner's Class to President Palega, Commissioner Lee, Commissioner Boyd, Commissioner Smith, Commissioner Brown, and Ignatius Leonor.

6. COMMITTEE REPORTS

Diversity Committee
Nothing to report.

Finance Committee
Nothing to report.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL

General Counsel, Carl Williams reported that he would take up several matters during the closed session.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
President William Vitale of the City Wide Council-Senior/Disabled expressed concerns of the inaccessibility of the Rosa Parks computer center to the senior and disabled community.

Public Housing Tenants Association (PHTA)
Nothing to report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None.

11. NEW BUSINESS:

(A)

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

Barbara Smith, Housing Development and Modernization Administrator, presented the details of this resolution. This resolution would authorize the Executive Director to enter into contract with Goldfarb and Lipman to render legal services that pertain to Hope VI, and the Clementina Towers with TODCO. An extensive procurement process was performed through outreach to forty-six firms and other housing authorities were contacted to obtain the names of firms they had worked with. Proposal submissions were

accepted from November 2001 to January 2002 and seven were received. The selection panel was comprised of the Legal Counsel from the San Francisco Redevelopment Agency, and two SFHA Senior Project Managers. The firms were evaluated according to their experience in providing legal services for multifamily development, experience in housing and finance law, working with HUD programs, their familiarity with California Constitutional Municipal law, their reputation as legal counsel, expected compensation, MBE/WBE participation, their ability to expedite the workload, and their willingness to comply with the resident hiring stipulation. Goldfarb and Lipman ranked number one in all categories. In addition, Ms. Smith reported that Goldfarb and Lipman had just permanently hired an SFHA resident full time. TARC has approved the solicitation and commended the SFHA for such an extensive outreach and procurement process. Ms. Smith explained that during these last four to six weeks before the North Beach closing date, a considerable amount of work must be done in order to complete the ground lease agreements, regulatory and operating agreements, management agreements, and the management plan. Legal services pertaining to Valencia Gardens and the Clementina Towers would also be rendered.

Commissioner Boyd asked the General Counsel, Carl Williams whether he has a conflict of interest on this matter because he sits on three boards that deal with Goldfarb and Lipman. Mr. Williams replied that a conflict of interest does not exist because Commissioner Boyd has no financial interest in this contract and the work to be performed does not overlap into the dealings of the other boards he may sit on. Mr. Williams added that if there is a conflict, in the past, Goldfarb and Lipman would bring it to the SFHA's attention and if it's appropriate to do so, the SFHA would waive the conflict. Commissioner Boyd expressed that he was impressed with Goldfarb and Lipman for hiring an SFHA resident as a full time employee. He commented that it speaks to their merit and the merit of the residential hiring program. Commissioner Boyd also commended and thanked staff for presenting the best firm for the job.

President Palega asked if the SFHA was already under a contract with Goldfarb and Lipman, and if so, then why was this contract necessary. Executive Director Gregg Fortner and Barbara Smith explained that the previous contracts for the Hope VI Developments were all exhausted, thus a new procurement process was initiated and Goldfarb and Lipman excelled above other prospective firms.

Commissioner Clark requested that the vote for this agenda item be taken after discussing the litigation issues in closed session.

Commissioner Brown asked General Counsel Carl Williams to readdress Commissioner Boyd's question if a conflict of interest exists in regards to the Goldfarb and Lipman resolution. Mr. Williams reiterated that because Commissioner Boyd has no financial interests in the matter before the Commission, nor are the other boards, that he is

involved with, connected to the SFHA in any manner, a conflict of interest does not exist regarding this resolution.

Commissioner Brown asked how much was the last contract with Goldfarb and Lipman. Barbara Smith answered that the last contract was awarded in 1996 for $450,000.00 to close Hayes Valley, Bernal Dwellings, Plaza East, and perform the preliminary work on North Beach, Valencia Gardens, and Clementina Towers. That contract was periodically amended to perform further work. President Palega asked for the total amount paid to Golfarb and Lipman to this date. Ms. Smith responded that $931,945.00 has been paid to Goldfarb and Lipman. The costs are declining due to Goldfarb and Lipman developing an expertise in closing the Hope VI projects. General Counsel, Carl Williams clarified that these matters are complex real estate and tax credit transactional issues and aren't involving any litigation. President Palega then entertained Commissioner Clark's request to revisit this item after the closed session.

(B) RESOLUTION No. 5041

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH QUALITY ASBESTOS CONTROL, INC. TO CONDUCT LEAD HAZARD REMEDIATION AT CAL 1-1, HOLLY COURTS, IN AN AMOUNT NOT TO EXCEED $62,991.00

Barbara Smith, Housing Development and Modernization Administrator, presented the specifics of this resolution to authorize the Executive Director to enter into contract with the low bidder for remediation and stabilization of 63 units at Holly Courts. Holly Courts was partially abated in 1996, but 63 units still needed to be stabilized whereas flaking paint would be removed, and dusty paint would be sealed in order to prevent a lead hazard situation. Ms. Smith added that stabilizing lead based paint that could potentially pose a hazard is required by HUD. A thorough procurement process was adhered to as bidders were solicited through various newspapers, websites and contacts. Quality Asbestos Control was the lowest bidder of three submissions.

Commissioner Boyd asked if Quality Asbestos Control specified the training process for resident employees to ensure their safety when dealing with hazardous materials. Richard McGuire, Senior Industrial Hygenist responded that the resident employees will receive a one day training through an SFHA vendor, where they will have to pass a physical and wear a respirator throughout the training. Ms. Smith also added that Quality Asbestos Control has agreed that 30% of the employees for this project will be residents. Commissioner Boyd expressed that such an agreement increases the sentiment of the Commission to pass this resolution and requested that it be included in the official report in the future

President Palega asked which company would be performing the training. Mr. McGuire responded that more than likely, IET in Oakland, will be utilized. President Palega then

requested that Mr. McGuire investigate the Community College which also certifies individuals in asbestos control.

Commissioner Clark asked if it had been confirmed that Quality Asbestos Control is not on the Debarred List. Mr. McGuire added that as a part of the approval process, it was confirmed that Quality Asbestos Control is not on the Debarred List.

Commissioner Clark moved to approve Resolution No. 5041 and Commissioner Boyd seconded the motion. Resolution No. 5041 was passed by a unanimous vote.

(C) RESOLUTION No. 5042

RESOLUTION RATIFYING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE PAYMENTS TO THE NATIONAL CREDIT REPORTING COMPANY FOR PROVIDING CRIMINAL AND CREDIT BACKGROUND REPORTS OF APPLICANTS FROM THE AUTHORITY'S WAITING LIST FOR PUBLIC HOUSING AND THE SECTION 8 VOUCHER PROGRAM IN THE AMOUNT NOT TO EXCEED $235,000.00 [AMENDED]

Naja Boyd, Acting Deputy Executive Director reported that the National Credit Reporting Company conducts all of the background checks for approval to the Public Housing and Section 8 programs. This company has been utilized since 1991 for credit checks and unlawful detainer reports. Earlier this year, 6,000 Section 8 vouchers were mandated to be distributed to the qualifying public. Due to the excessive increase in the volume of security reports, the SFPD stopped providing the security background check. Because this is necessary for the screening process, the SFHA asked the National Credit Reporting Company to expand their background check to include the security, sex offender, and social security checks. This increased the costs to $33 per applicant from a previous charge of $10 per applicant. The over budget expenditures were not realized until the June bills were received and costs were much more than expected. The known costs incurred to date are $229,000. As of August 6, 2002 all services were stopped, but the first three business days of the month are unaccounted for. Thus, the $235,000.00 provides the leeway to ensure that monies are available to cover the August bill.

President Palega requested clarification as to how $235,000 became the total. Mike Roetzer, Administrator for Management Services and Support reiterated what Ms. Boyd said, and added that outsourcing the criminal background checks to a local law enforcement agency is being investigated. The Sheriff's Department is an option being developed. The next step is to notify them of the volume, and establish the process and price. Mr. Roetzer added that with the Sheriff Department's services, a statewide criminal background check would be provided.

In response to Commissioner Clark's question, Ms. Boyd stated that the SFPD was providing this service free of charge, but as of April 2002, they decided to stop and now these are the incurred costs through NCR.

Executive Director Gregg Fortner interjected that this situation caught the staff by surprise and decisions were made that were the most expeditious, but not the most financially feasible. As the consequences of these decisions were revealed, every effort was made by staff to rectify the situation and strengthen the SFHA infrastructure.

Commissioner Clark asked if these expenses are already incurred. Mr. Fortner responded that they were. Mr. Fortner explained that an employee in the Procurement Department noticed that an excessive amount of invoices were being received, with each total just under $25,000. Mr. Fortner then asked Rene Latosa to explain what measures have been put in place to prevent this from happening in the future.

Mr. Latosa, Director of Contracting explained that all buyers will monitor procurement irregularities or invoices which exceed $15,000. The Finance Department is responsible for producing a monthly report detailing departments approaching expenditures of $15,000.

Commissioner Boyd asked, how long the criminal background checks are good for, and will the projected goal be attained. Larry Andrews, Administrator for Section 8 Housing responded that approximately 4,000 applications have been cleared and this is sufficient to achieve the 2,000 voucher lease-up goal. Mr. Andrews added that the applicants clearance is good for up to 90 days. Commissioner Boyd then asked if there are other vendors that can perform the same task at a lower cost to the Housing Authority. Mr. Roetzer responded that after doing an internet search, it was discovered that there are a number of companies that provide this service. The benefit of contracting with a law enforcement agency is that they can do a statewide background check, whereas private companies only provide a countywide search.

Commissioner Clark requested that the SFPD continue to be an option because the costs incurred through this private company are very expensive. Mr. Larry Andrews assured Commissioner Clark that a public agency is the SFHA's number one alternative and this is being thoroughly investigated.

Commissioner Lee questioned whether the price had fluctuated since the SFHA began doing business with NCR in 1991. Mr. Latosa responded that he was unsure as he only noted the most recent costs. But he will attempt to negotiate the inflated costs to a lower amount. Commissioner Lee requested that the SFHA investigate investing in software that checks the credit history of applicants. She further stated that this will ultimately save the Agency money. Executive Director Gregg Fortner assured Commissioner Lee

that this process is being reevaluated to produce the most efficient and cost effective option for the Housing Authority.

Commissioner Brown expressed his discontent with the number of resolutions coming before the Commission on items where the expense has already been incurred.

Commissioner Boyd moved to approve Resolution No. 5042 and Commissioner Clark seconded the motion. The motion to approve Resolution No. 5042 was carried by a unanimous vote.

(D) RESOLUTION No. 5043

RESOLUTION TO ACCEPT 2002 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND ACKNOWLEDGE AWARENESS OF RESPONSIBILITIES AND LIMITATIONS FOR 504 COMPLIANCE WORK AT CAL 1-3, SUNNYDALE STATE PRE-SCHOOL

Alicia Sisca, Senior Project Manager for Housing Development and Modernization stated that the Housing Authority received a grant from the Mayor's Office of Community Development in the amount of $200,000 to perform accessibility improvements on the state-run Sunnydale Pre-School center. These improvements are necessary so the school will be in compliance with city and federal codes. Currently, the school is unable to accommodate disabled students and parents. In addition, the windows will be replaced with energy efficient windows.

In response to President Palega's question, Ms. Sisca confirmed that this will be enough money to complete the ADA upgrades. President Palega then asked who will be performing this work. Ms. Sisca stated that the normal procurement process to solicit various bidders, will be adhered to.

Executive Director, Gregg Fortner clarified per Commissioner Brown's question that this funding is coming from a source other than HUD and therefore must have Commission approval to accept it.

Commissioner Brown moved to accept Resolution No. 5043 and Commissioner Smith seconded the motion. The motion to accept Resolution No. 5043 was passed by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no comments on items not on the agenda.

13. COMMISSIONER'S COMMENT AND REPORT

Commissioner Clark requested that in addition to the report of the performance of the security firms at the August 22nd Commission Meeting, that a letter be written to the Chief of Police asking for the crime reports that have taken place in and around SFHA properties. President Palega commented that Mr. Jim Williams, Director of Security already receives these reports. Commissioner Clark then requested that a summary of these reports be presented with the security performance report so that the Commission can make an informed decision as to how to deal with this problem. General Counsel, Carl Williams informed the Commission that the Office of General Counsel regularly receives crime reports from the SFPD and incident reports from the security firms. These reports are often used as a basis to determine whether lease violations exist. Commissioner Boyd asked that staff investigate how security can be more appropriately deployed as to avoid harm and loss of life. In addition, Commissioner Boyd asked that staff closely monitor the fluctuation of security costs and security services provided. If any significant increases or decreases arise, the Commission should be notified in a timely manner, so that costs will not be incurred prior to Commission approval.

14. CLOSED SESSION

President Palega announced that the Commission had concluded its public agenda items and would go into closed session. As permitted under Government Code Section 54956.9 (a) regarding pending litigation, *Thelma Walker v. San Francisco Housing Authority;* and potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations; and consultation with General Counsel regarding employment agreement between Executive Director and San Francisco Housing Authority. The commission went into closed session at 5:30 p.m.

15. RECONVENING OF THE COMMISSION MEETING

The Commission reconvened at 7:44 p.m. The Commissioners present in the closed session were President Palega and Commissioners Smith, Brown, Clark, Boyd, and Lee. Commissioner Byrd was not present. Commissioners Boyd and Lee excused themselves before the reconvening of the Commission Meeting. During closed session the matters noticed were discussed. President Palega stated that no action was taken on the matter discussed and a Special Meeting of the Commission would be called to continue the discussion. The review of Agenda Item 11 (A) was then revisited.

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

President Palega asked the staff how many years this contract is for. Ms. Barbara Smith responded that the contract is for two years, but HUD allows a legal contract to be extended beyond 2 years. Commissioner Clark asked if the SFHA is currently under contract with Golfarb and Lipman. Ms. Smith responded that indeed the SFHA is, but there is not enough funding within that contract to close North Beach and continue progress on Valencia and Clementina. In response to Commissioner Clark's question, Ms. Smith stated that approximately $40,000 to $50,000 is left in the current contract with Goldfarb and Lipman.

President Palega wanted to know how much the SFHA is being billed on a monthly basis. Kenneth McBride, Financial Advisor for Housing Development and Modernization reported that in the last three months it ranged from $15,000 to $25,000, but with the increase in the amount of work to be performed by October, the costs are expected to significantly increase. Mr. Fortner added that on average Goldfarb and Lipman is billing the SFHA about $155,000 a year. Commissioner Brown asked if a yearly contract had been considered. Ms. Smith responded that long term contracts are more favorable when dealing with this type of litigation so that the continuity of paperwork and negotiations is maintained. President Palega illuminated the point that this is a two-year contract with no ending date and requested an explanation as to why. He continued by requesting clarification as to when a new procurement is performed versus an amendment to a contract when additional work must be completed.

Commissioner Clark moved to table this item until the August 22, 2002 Commission meeting. Commissioner Smith seconded the motion. The motion was carried by a unanimous vote.

16. ADJOURNMENT

Commissioner Brown moved to adjourn the meeting and Vice President Lee seconded the motion. There being no further business to come before the Commission, the regularly scheduled meeting of August 8, 2002 was adjourned at 8:15 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

DOCUMENTS DEPT.

AUG 14 2002

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC NOTICE

SPECIAL MEETING

A SPECIAL MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON **WEDNESDAY, AUGUST 14, 2002 AT 4:00 P.M.** AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA 94102

AGENDA

1. ROLL CALL: Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

2. APPROVAL OF AGENDA

3. CLOSED SESSION: A closed session is scheduled with the General Counsel and outside counsel under Government Code Section 54956.9 (a) regarding pending litigation, *Thelma Walker v. San Francisco Housing Authority* (San Francisco Superior Court No. 998090).

4. RECONVENING OF COMMISSION MEETING

5. PUBLIC COMMENT OF AGENDA ITEMS: Limited to 2 minutes per speaker.

6.PUBLIC COMMENT ON ITEMS NOT ON AGENDA

7. ADJOURNMENT

Gregg Fortner Secretary/ Executive Director

42710

DOCUMENTS DEPT.

AUG 21 2002

SAN FRANCISCO
PUBLIC LIBRARY

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting
Wednesday, August 14, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met for a special meeting at 440 Turk Street, San Francisco, California on Wednesday, August 14, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:08 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
Shirley Byrd, Commissioner (arrived during the closed session.)
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Rev. Edgar E. Boyd, Commissioner (arrived during the closed session.)

ABSENT (Excused): *Julie Lee, Vice President*
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

Commissioner Brown moved to approve the agenda and Commissioner Smith seconded the motion. The motion was carried by a unanimous vote.

3. CLOSED SESSION

President Palega announced that the Commission would meet in a closed session as permitted under Government Code Section 54956.9 (a) regarding pending litigation, *Thelma Walker v. San Francisco Housing Authority* (San Francisco Superior Court No. 998090). The commission went into closed session at 4:10 p.m.

SF
465
1
8/22/02

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94252 • (415) 554-2600

Commission Meeting

PACKET

August 22, 2002

08-21-02A08:11 RCVD

DOCUMENTS DEPT.

AUG 21 2002

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library
Attn: Government Information Center

Commission Meeting

PACKET

August 23, 2002

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL BE HELD ON THURSDAY, AUGUST 22, 2002 AT 4:00 P.M. AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
August 22, 2002

1. ROLL CALL

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

08-21-02A08:12 RCVD

DOCUMENTS DEPT.

AUG 21 2002

SAN FRANCISCO
PUBLIC LIBRARY

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- August 14, 2002 Special Commission Meeting
- August 22, 2002 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

- Report regarding performance evaluation criteria for security contractors that are currently under contract with the SFHA

6. COMMITTEE REPORTS

Diversity Committee - Nothing to Report
Finance Committee – Nothing to Report

Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH WESTERN ROOFING SERVICE TO PROVIDE CONSTRUCTION SERVICES FOR THE REPAIR OF 23 CANOPIES AT CAL 1-10, POTRERO ANNEX, FOR AN AMOUNT NOT-TO-EXCEED $284,750.00

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE A. PHILIP RANDOLPH INSTITUTE NOT TO EXCEED $50,000.00 FOR THE PURPOSE OF PROVIDING PUBLIC HOUSING RESIDENTS WITH VOTER REGISTRATION SERVICES AND ASSISTANCE IN GETTING TO POLLING PLACES FOR THE NOVEMBER 5, 2002, GENERAL ELECTION

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A closed session is scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (a) regarding pending litigation: William Reddick v. San Francisco Housing Authority and Ronnie Davis; and consultation with General Counsel and outside counsel regarding settlement of pending litigation William Reddick v. San Francisco Housing Authority and Ronnie Davis; and potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

DATE: August 8, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

OVERVIEW

This Resolution requests the Commission to authorize the Executive Director to enter into a contract for legal services to prepare and review the documents and agreements associated with HOPE VI and other development projects undertaken by the Authority.

The Authority is progressing with its HOPE VI projects, with all sites well on the way towards revitalization. Hayes Valley and Bernal are completed and occupied. At Plaza construction is complete and the initial lease-up is almost finished. Partnership negotiations are underway for North Beach and documents for closing and start of construction are being prepared. Closing and start of construction are scheduled for mid September. Partnership negotiations for Valencia Gardens are also underway with closing expected by late next year.

The successful and timely implementation of the Authority's HOPE VI and other revitalization efforts requires competent real estate/development legal advice and representation in several very critical, but highly complex, areas. Legal services, like every other component of a revitalization effort, must be specialized and efficiently delivered so that scarce dollars go into resident housing and services.

OBJECTIVE

The Authority's objectives are to: a) commence and complete the intensive financial structuring, developer negotiations and document drafting process necessary to obtain the investor, private lender and HOPE VI financing and start construction on Valencia Gardens and North Beach as soon as possible; and, b) obtain specialized legal advice and assistance on other developments as the need may arise.

The Authority must have competent and highly regarded legal counsel and representation in its HOPE VI financial structures, real estate, tax credit, and related taxation issues regarding the HOPE VI developments at Plaza East, Bernal Dwellings, North Beach, and Valencia Gardens.

PROCUREMENT

In order to obtain transactional legal services for the Authority, the Authority solicited Requests for Proposals for transactional legal services for HOPE VI and other Housing Authority developments on November 19, 2001 from 46 law firms. The law firms solicited were identified by the SFHA's Contracts and Procurement Division through information provided by HRC, the SBA Pro-Net website and other housing authority vendor lists. The new procurement was also publicized on the San Francisco City Website, in the California State Contract Register and in the San Francisco Chronicle.

Proposals were obtained from seven bidders on January 4, 2002:

- Cohen and Grigsby
- Goldfarb & Lipman
- Grillo and Stevens
- Hanson and Bridget
- Holland and Knight
- Nixon and Peabody
- Reno and Cavanaugh

Evaluations were conducted in two parts: first, a technical evaluation was performed of the information submitted in written form. Then, for the three top-ranked firms, an oral interview was held.

The selection panel consisted of three members: a staff attorney with the San Francisco Redevelopment Agency, and two SFHA Senior Project Managers. For the first part of the evaluation, all seven firms were evaluated against the following six elements:

1. Firm's past performance and ability to perform scope of work in a timely and efficient manner.

2. Experience in the following areas:
   a. Experience as multi-family development legal counsel;
   b. Experience working with U.S. Department of Housing and Urban Development;
   c. Experience in housing finance law;
   d. Familiarity with California constitutional and municipal law;
   e. Excellent reputation as legal counsel;
   f. Ability to provide sophisticated real estate analysis, tax interpretations, securities, law and disclosure advice and expertise in financing transactions.
3. Quality of the firm's staff assigned to this job.
4. Fee Schedule and Terms, in particular competitive pricing, and any significant savings for the SFHA at all HOPE VI site developments.
5. Demonstrated MBE\WBE participation and Affirmative Action practices.
6. Ability and commitment to pursue the work promptly and meet scheduled deadlines.

The maximum score for this part of the evaluation was 300 points, and the seven firms scored from 74 to 271 points. At this stage one of the seven firms asked to withdraw due to the increasing burdens of their current workload and the difficulties their physical location might present (based in Pittsburgh, PA).

The top three ranked firms invited to oral interviews were :

- Hanson and Bridget
- Reno and Cavanaugh
- Goldfarb & Lipman.

After interviewing the three firms and reviewing the materials offered in the bidder's proposals, the consolidated rankings of the selection panel were as follows (a maximum score of 600 points was possible):

1. Goldfarb & Lipman	**540 points**
2. Hanson Bridget	**424 points**
3. Reno & Cavanaugh	**407 points**

The Authority has received the approval of HUD's Troubled Agency Recovery Center (TARC) for the procurement of legal services through this RFP, and TARC has approved the selection of Goldfarb & Lipman. The law firm of Goldfarb & Lipman will bring expertise in affordable multifamily real estate transactions and longstanding experience in low and moderate income housing to the Authority. Obtaining expert legal counsel will serve to protect the interests of the Authority and its clients in the sometimes lengthy and complex negotiations associated with real estate development transactions.

PRESENT SITUATION

The Authority currently has a HOPE VI legal services contract with Goldfarb & Lipman, which was approved by the Commission on April 27, 2000 pursuant to Housing Authority Commission Resolution Number 4884. HOPE VI mixed finance developments require outside, third party funding for completion, and include partnering with tax credit investors directly or through developer partnerships. The Authority contracts with outside counsel to provide legal advice and document development for HOPE VI mixed finance partnerships, which require specific expertise in the areas of HUD mixed finance regulations, taxation, tax credits, tax exempt bonds, partnerships, providing legal opinions and related real estate issues. Goldfarb & Lipman, as our third party real estate legal counsel, has provided legal advice on partnership structures, drafted documents, negotiated with the tax credit investors, and incorporated HUD's ever changing HOPE VI requirements for the development of the SFHA's HOPE VI properties.

ANTICIPATED OUTCOMES

Goldfarb & Lipman will advise SFHA regarding and prepare and/or negotiate the numerous agreements and other legal documents necessary for SFHA to carry out its HOPE VI development transactions. Typical tasks would include:

New Entity Formation

1. Complete organizational formation documents for new affiliated nonprofit corporations to be created in connection with the real estate development needs of the Authority.
2. Apply for federal and state tax exempt status for nonprofit corporations and negotiate with Internal Revenue Service and State Franchise Tax Board as necessary.

HOPE VI Financing

1. Prepare and/or review and negotiate a regulatory and operating agreement, mixed finance proposal, management plan, and an amendment to the annual contributions contract .
2. Draft second loan documents for HOPE VI mixed finance transactions.
3. Prepare a ground lease from SFHA to the partnership.
4. Confer and negotiate with HUD officials as necessary to meet HOPE VI requirements and guidelines.

Construction Loan Closing

1. Review, revise, and negotiate construction loan documents.
2. Provide customary opinions of owner's counsel.
3. Review title issues and coordinate with the title company to obtain owner's and lender's title policies.
4. Coordinate escrow and closing.

Tax Credit Syndication

1. Prepare and review a revised investor partnership agreement which provides for admission of the tax credit investor.
2. Negotiate with the tax credit investor and review all tax credit syndication documents.
3. Provide the investor with customary opinions of sponsor's and general partner's counsel.
4. Provide necessary securities law documentation and advice.
5. Coordinate with the tax credit consultant to review financial projections, structuring issues and California Tax Credit Allocation Committee (TCAC) concerns.
6. Provide required certifications and documentation for TCAC and the Internal Revenue Service (IRS).
7. Advise on customary tax credit syndication issues.

The above scope of services represents the expected outcome of this legal services contract. However, the Authority's need for legal services may be affected by contingencies or external developments which cannot be accurately predicted at the outset of this engagement, including, but not restricted to, performance of developer partners, changes in HUD policy, or changes in financing. Tasks may require longer than is budgeted for, for reasons not in the control of legal counsel. Ongoing work may reveal the need for sub-tasks which were not anticipated by either staff or legal counsel at the outset.

WHO BENEFITS

The Authority, as developer and owner of residential housing, and its clients, the low and moderate income residents of the City and County of San Francisco, will benefit by having advocates to protect their interests in complex real estate transactions. Competent legal counsel will ensure that transactions are structured to produce the maximum benefits for low and moderate income residents and ensure the efficient use of scarce funds for housing in the City and County of San Francisco.

BUDGET CONSIDERATIONS

Funding for this contract is primarily from HOPE VI funds already awarded to Bernal Dwellings, Plaza East, Valencia Gardens, and North Beach. Contracting for outside legal counsel is a normal element of HOPE VI development budgets. Additional funding, as needed based on the work to be performed, is available from the Authority's Comprehensive Grant funds which also provide for contracted legal services.

RESIDENT HIRING

Goldfarb & Lipman is committed to resident hiring, and has employed SFHA residents in its main offices in Oakland, California. The firm will continue to hire SFHA residents throughout the duration of this contract in order to meet or exceed the Authority's resident hiring goals.

MBE/WBE STATUS

Goldfarb & Lipman is committed to equal opportunity and nondiscriminatory employment practices. The firm is among the most culturally and ethnically diverse in the Bay Area, with approximately 36% minority employees, and 67% women employees. Three of eleven (27%) partners are minorities.

RECOMMENDATION

I recommend that the Board approve this resolution to contract with the firm of Goldfarb & Lipman to provide legal services for the Authority. The total amount of the contract is not to exceed $450,000.

(Prepared By Barbara Smith and Kenneth McBride)

RESOLUTION NO. _____

DATE ADOPTED _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

WHEREAS, the San Francisco Housing Authority (the "SFHA") has presently undertaken HOPE VI activities at five of its developments, and is pursuing development opportunities at other Authority sites; and

WHEREAS, each of the development efforts currently underway involve highly complex and specialized real estate and finance issues of taxation, tax credits, and financial structuring, partnerships and property ownership; and

WHEREAS, it is essential to the timely and successful completion of the SFHA's HOPE VI programs and other development efforts that competent legal advice and representation be provided to SFHA in the areas of taxation, document preparation, tax credits, and financial structuring; and

WHEREAS, the SFHA legal staff currently does not possess the necessary skill, knowledge, and experience to provide the legal advice and representation in these critical areas; and

WHEREAS, the firm of Goldfarb & Lipman has demonstrated and proven experience, knowledge, and expertise in the areas of real estate, taxation, tax credit, financial structuring, and related issues, and the procurement process for the actions contained in this Resolution, as undertaken by the SFHA, meets the relevant procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 Rev 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the laws of the State of California (collectively, the "Procurement Requirements"); and

WHEREAS, an SFHA-designated selection panel received seven proposals in response to a Request For Proposals issued by the SFHA on November 19, 2001, interviewed respondents, and reviewed and ranked the proposals; and

WHEREAS, the selection panel scored the proposal submitted by Goldfarb & Lipman as the highest ranking proposal from amongst the seven proposals received;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with Goldfarb & Lipman for transactional legal services pertaining to HOPE VI and other development sites throughout the Authority for an amount not to exceed $450,000.
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS, General Counsel

Date: 9-2-02 ,2002

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 8/29/02 ,2002

A

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: August 12, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH WESTERN ROOFING SERVICE TO PROVIDE CONSTRUCTION SERVICES FOR THE REPAIR OF 23 CANOPIES AT CAL 1-10, POTRERO ANNEX, FOR AN AMOUNT NOT-TO-EXCEED $284,750.00.

OVERVIEW

This resolution authorizes the Executive Director to execute a contract with Western Roofing Services, to provide construction services for the repair of 23 canopies at Cal 1-10, Potrero Annex. Pre-approval of the bid package was obtained from Authority management prior to publicly issuing the bid packages. The Authority issued Solicitation No: 02-620-IFB-017 on June 17, 2002 and received sealed bids on July 24, 2002, which were publicly opened and read aloud.

The 23 canopies are without roofing and are in urgent need of structural remedial work due to extensive dry rot that impairs the health and safety of residents.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco

Housing Authority Procurement Policy Manual and the State of California and local laws. The Authority advertised for bidders and outreached to potential bidders as follows:

Newspapers: The Authority publicly advertised its "Request for Bids" in the following newspapers:

- Daily Pacific Builder (trade publication) 06/17/02 through 06/28/02
- San Francisco Bay View (African American community) 10/29/01 through 11/12/01
- Sing Tao Daily (Asian American Community) 06/19/02 through 06/21/02

Additional Newspapers: The Authority e-mailed its "Request for Bids" to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- San Francisco Bay View (African American community),
- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its "Request for Bids" to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- SBA
- Sub-Net
- Bid-Net
- MBDA

Builders Exchanges: The Authority sent its "Request for Bids", Plans and Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- Dodge Scan/Daily Pacific Builder,
- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda, County
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange
- BV2HP Builders Exchange
- MECA Builders Exchange
- Marin Builders Exchange
- Building Exchange of Stockton
- Construction Data Plan Room
- Construction Market Data

- Solano-Napa Builders Exchange
- Sierra Contractors exchange
- Building Exchanger
- Building Trades Council

The Authority issued Solicitation No. 02-620-IFB-017 to seven (7) potential bidders. Two pre-bid site inspections were held. At the first pre-bid site inspection on July 2, 2002, seven (7) contractors participated. At the second pre-bid site inspection on July 10, 2002, three (3) additional contractors attended. The Authority's Consultants and Authority staff were present at both pre-bid site inspections.

The Authority received three (3) sealed responsible and responsive bids for the work, which were publicly opened and read aloud on July 24, 2002. The submitted bids are as follows:

#	BIDDER	BID	MBE/ WBE	25% RES. HIRE	SUBCONTRACTOR	MBE/ WBE
1	Western Roofing Service	$284,750	No	Yes	1. Hawaii Pacific Int. 2. Tradestaff Total % MBE/WBE	Yes No 23%
2	CDX Builders	$348,000	Yes	Yes	1. N B Drywall 2. W G Thompson 3. S.F. International Building Supply 4. Best Roofing and Waterproofing 5. Professional Asbestos and Lead Services Total % MBE/WBE	Yes No Yes No No 85%
3	Fineline Construction	$383,358	Yes	Yes	1. So West Hazard Control 2. Allen-Ricci Roofing 3. Freas Plastering 4. N B Drywall 5. Monticelli Painting Total % MBE/WBE	No No No Yes Yes 67%

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive and responsible bid. Therefore, no panel was required to evaluate qualifications of various bidders for selection. Based on the above bids, Western Roofing Service is the lowest, responsive and responsible bidder. The low bid is less than the budgeted amount, and is 30% lower than the consultant's cost estimate.

OBJECTIVES

The objectives of the Resolution is to authorize the Executive Director to enter into a contract with the lowest responsive, responsible bidder to furnish all labor, materials, equipment and services necessary for the completion of all work specified in the Plans and Specifications, which includes but is not limited to the following:

- Make repairs at 23 canopies at Buildings C7 (1), C8 (2), C9 (1), C10 (2), C11 (2), C12 (2), C16 (1), D18 (3), D19 (2), D20 (4), and D21 (3),
- Removal and proper disposal of lead based paint coated materials and asbestos containing materials,
- Structural repair of dry rotted entrance canopies including adjacent walls and interior ceilings,
- Removal and replacement of exterior wall finishes where wall framing is dry rotted,
- Removal and replacement of interior gypsum wallboard necessary for the structural work,
- New roofing and sheet metal flashing at the canopies,
- Painting of the canopies and painting of replaced interior gypsum wallboard.

PRESENT SITUATION

The twenty-three entry canopies are without weather protection having been stripped of their roofing membranes. Structural framing is exposed to the weather causing further structural dry rot. Rainwater also seeps into the adjacent exterior wall and ceiling causing further dry rot. Rainwater also causes interior wall and ceiling gypsum wallboard to become wet resulting in mold and mildew. Mold and mildew can be detrimental to the health of residents.

Family Sweep repaired many canopies at Potrero Annex. However, the extent of dry rot in these twenty-three canopies was severe. The dry rot infected not only the exterior canopy framing but also those framing members that extended into the unit interiors and in some cases infected exterior wall framing. Family Sweep intended to repair the canopies, exterior walls and interior ceilings when the units were vacated for the comprehensive modernization they were performing. However, the Family Sweep program was terminated before they could modernize these units, leaving the canopies stripped of their roofing and canopy structural framing exposed to the weather.

ANTICIPATED OUTCOMES
The work of this contract will result in weather tight units free of structural wood dry rot, damaged gypsum wallboard, and mold and mildew in and around the entry canopies. Health and safety problems associated with the water intrusion will be eliminated.

WHO BENEFITS
The residents of these twenty-three units will benefit by having weather tight units free of water intrusion, structurally sound units free of physical defects, and sanitary units free of mold and mildew caused by failure of the previous existing canopy roofing and flashing. The Authority will benefit by preventing further damage to it physical stock. Resident will also benefit by the employment opportunities made available through the minimum twenty-five percent resident hiring requirements contained in the contract.

BUDGET CONSIDERATIONS
The Repair of the 23 Canopies at Cal 1-10, Potrero Terrace work will be funded by the Year 2000 CFP (710).

RESIDENT EMPLOYMENT
Western Roofing Service is committed to providing at least 25% percent resident hiring on this job at a minimum. Western Roofing Service estimates that the project will take 1,600 hours to complete. Resident employees will perform 400 hours or more of the work.

MBE/WBE STATUS
This Contractor is a Union Contractor, and will subcontract to one (1) MBE/WBE subcontractor that will perform 23% of the total Contract amount.

RECOMMENDATION
Western Roofing Service has submitted a reasonable bid amount and funding is available through the Authority's Year 2000 CFP (710). I recommend adoption of the Resolution.

(Prepared by, Barbara Smith, Bob Dahlstrom, and David Leash)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH WESTERN ROOFING SERVICE TO PROVIDE CONSTRUCTION SERVICES FOR THE REPAIR OF 23 CANOPIES AT CAL 1-10, POTRERO ANNEX, FOR AN AMOUNT NOT-TO-EXCEED $284,750.00.

WHEREAS, the San Francisco Housing Authority (Authority) received three (3) acceptable bids for the Repair of 23 Canopies at CAL 1-10, Potrero Annex as follows:

Bidder	Bid Amount
1. Western Roofing Service	$284,750.00
2. CDX Builders	$348,000.00
3. Fineline Construction	$383,358.00

WHEREAS, Western Roofing Service has submitted a bid of $284,750.00 to provide construction services for the Repair of 23 Canopies at CAL 1-10, Potrero Annex; and

WHEREAS, the Department of Housing and Urban Development (HUD) has funded the Authority under the 2000 CFP (710) program to provide these construction services at CAL 1-10, Potrero Annex; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws; and

WHEREAS, the Authority has evaluated the bid and determined that Western Roofing Service is the lowest responsive and responsible bidder; and

WHEREAS, all additional relevant documents submitted by the bidder have been reviewed and found to be in order:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute a contract with Western Roofing Service for Construction Services for the Repair of 23 Canopies at CAL 1-10, Potrero Annex, in an amount not-to-exceed $284,750.00

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS, General Counsel

Date: 8-15-02

REVIEWED BY:

GREGG FORTNER
Executive Director

Date: 8/16/02

B

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

DATE: August 15, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE A. PHILIP RANDOLPH INSTITUTE NOT TO EXCEED $50,000.00 FOR THE PURPOSE OF PROVIDING PUBLIC HOUSING RESIDENTS WITH VOTER REGISTRATION SERVICES AND ASSISTANCE IN GETTING TO POLLING PLACES FOR THE NOVEMBER 5, 2002, GENERAL ELECTION.**

OVERVIEW

This Resolution requests the Commission to authorize the Executive Director to enter into a contract with the A. Philip Randolph Institute (APRI) not to exceed $50,000. APRI would plan and implement voter registration and get-out-the-vote activities in partnership with the San Francisco Housing Authority, its residents, and community organizations in an effort to increase public housing voter participation in the November 5, 2002 general election.

OUTREACH

The SFHA contacted the *City and County of San Francisco's Department of Elections* for a list of non-profit, non-partisan voter registration organizations who had experience in registering voters in Southeast San Francisco neighborhoods. The SFHA also examined five voter registration web sites in an effort to locate non-profit and non-partisan voter registration agencies. Finally, SFHA staff members were asked whether they knew of any reputable voter registration agencies that could possibly register voters at its Southeast San Francisco family developments.

The SFHA needs an organization that has a proven track record in registering people to vote and also has experience working in low-income communities, especially at its family developments in Southeast San Francisco. The only organization that meets SFHA's qualifications is the *A. Philip Randolph Institute* (APRI).

APRI (www.aprihq.org) is a national non-profit, non-partisan voter registration organization that has chapters all over the United States. It has registered low-income people throughout the inner cities of this country. In 1995 and 1999 APRI's San Francisco chapter conducted voter registration activities in Southeast San Francisco, including at several SFHA family developments, and its work garnered the highest voter participation levels in that part of San Francisco since 1975.

In January of 2002 the SFHA contracted with APRI to register voters for the March 5, 2002, Primary Election, and APRI met and exceeded the contract requirements.

Because of its strong background and demonstrated experience and expertise, the SFHA selected the A. Philip Randolph Institute as the organization who would carry out voter registration activities in conjunction with the November 5, 2002, General Election.

SCOPE OF SERVICES

APRI will concentrate its voter participation program efforts in Southeast San Francisco primarily at seven SFHA family developments --- *Hunters View*, *Hunters Point "A" East/Westbrook Apartments*, *Hunters Point "A" West*, *Alice Griffith*, *Potrero Hill*, *Sunnydale* and *Alemany*.

APRI will train at least seven residents to go door-to-door voter registration canvassing, to telephone registered voters prior to the November 5 election, to record the names and addresses of residents who register and vote and to provide the SFHA Contracting Division with voter registration data that can be evaluated.

APRI will also be available to address Section 8 residents and prospective Section 8 residents when they come to SFHA offices for application processing. APRI will assist any senior residents and others who would like to vote prior to November 5.

APRI will receive a baseline amount of $35,000 for implementing voter registration and get-out-the-vote activities under this contract. The SFHA will compensate APRI $10 for every SFHA resident it registers to vote, and $10 for every SFHA registered voter who casts a ballot in the November 5 election up to a maximum of $15,000.

ANTICIPATED OUTCOMES

APRI anticipates that it will register 2000 residents of Section 8 and public housing, and 1500 of those registered voters will cast ballots in the November general election. *All registration and voting lists submitted to the SFHA by APRI will be verified by an SFHA staff member(s) prior to payment.*

RESIDENT HIRING

APRI will hire at least **seven** residents to implement its program. APRI will have a total workforce of approximately 14 people.

WHO BENEFITS

The residents of SFHA will be exercising their constitutional right to vote. Also, at least seven residents --- 50% of APRI's staff on this project --- will have employment. The SFHA will be carrying out a HUD directive to improve civic participation among public housing and Section 8 households.

BUDGET CONSIDERATION

The funds for these services will come from Section 8 administrative fees and the public housing operating subsidy and the Alice Griffith Parking Lot Fund..

RECOMMENDATION

The A. Philip Randolph Institute is a national non-profit and non-partisan voter registration agency that has helped to register low-income voters in Philadelphia, Los Angeles, Washington, D.C., and Charlotte, NC. In 1995 and 1999 APRI's San Francisco chapter worked in and around public housing sites in the Southeast part of San Francisco. Thus, it has a track record in working with public housing and Section 8 residents.

Its grassroots, door-to-door efforts are needed at this time in order to raise up a new generation of public housing and Section 8 voters who will consistently exercise their constitutional franchise and participate in government and community issues (e.g. crime prevention, economic development, affordable housing, youth activities, etc.).

Staff recommends that the Commission authorize the Executive Director to spend up to $50,000 for voter registration and get-out-the-vote activities on behalf of Section 8 and public housing residents.

RESOLUTION NO:_____
DATE ADOPTED:_____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE A. PHILIP RANDOLPH INSTITUTE NOT TO EXCEED $50,000.00 FOR THE PURPOSE OF PROVIDING PUBLIC HOUSING AND SECTION 8 RESIDENTS WITH VOTER REGISTRATION SERVICES AND ASSISTANCE IN GETTING TO POLLING PLACES FOR THE NOVEMBER 5, 2002, GENERAL ELECTION.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) through an official February 27, 1996, notice (Docket No. FR-3968-N-01) declared, *"It is the policy of HUD that all participants in public housing programs, including Section 8 programs, be afforded the opportunity to register to vote."*,

WHEREAS, HUD further declared, *"PHAs* (public housing authorities) *are encouraged to solicit and permit approved non-profit, non-partisan organizations that are voter registration agencies to provide information and application forms to their tenants and program participants on the PHA's premises."*,

WHEREAS, after an extensive search, the San Francisco Housing Authority staff has been able to identify only one non-profit and non-partisan voter registration organization that has experience, familiarity and expertise to conduct voter registration activities at SFHA family developments in the Southeast section of San Francisco,

WHEREAS, San Francisco Housing Authority staff has followed HUD procurement guidelines as it relates to noncompetitive proposals,

WHEREAS, HUD finally declared, *"PHAs may use Section 8 administrative fees and public housing operating subsidies to meet the costs for permissible voter registration activities."*,

WHEREAS, funding for voter registration services and Get-Out-The-Vote activities is available from the San Francisco Housing Authority's Low-Income Operating Program, Section 8 Program and the Alice Griffith Parking Lot Fund,

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract not to exceed $50,000.00 with the A. Philip Randolph Institute, a non-profit and non-partisan voter registration organization, in order to provide public housing and Section 8 residents with voter registration services and assistance in getting to polling places for the November 5, 2002, general election.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams, General Counsel

8-15-02
Date

REVIEWED BY:

Gregg Fortner, Executive Director

8/16/02
Date

The APRI Proposal
For the November 2002 Elections
(Voter Registration and GOTV)

The Plan

Using the established members from the Crime Summit, we will develop and coordinate the effort with resident leaders, property managers, Operation Dream of the San Francisco Police Department and other City agencies to get out the vote starting 30 days prior to the elections (Early Voting).

- Voter registration timeline: August 5th - October 5th, 2002.
- Get-Out-The-Vote drive begins 30 days prior to election. Voting is at City Hall or through Absentee ballots for early voting.
- A meeting should be established to develop a program of bringing key people from the Crime Prevention Summit (e.g. tenant association leaders and community organizations).

APRI and SFHA have agreed to a base budget of $ 35,000. Additional compensation will be based on $ 10.00 per valid voter registration card and $ 10.00 per vote cast. APRI can receive up to a maximum of $15,000.00 for this project based on demonstrated performance that has been evaluated by the San Francisco Housing Authority's Contract and Procurement Division.

Goals and Work Activities

1) Concentrate on the big four areas: Potrero Hill, three developments On Hunters Point, Sunnydale, Alice Griffith and Alemany.
2) Register Section 8 new voters, for a period of eight to ten weeks with an emphasis on Early Voting or Absentee ballots.
3) Determine target areas by demographics, geographic and population centers.
4) Door-to-door knocking on public housing properties, telephone banking, set up tables at churches, schools, stores
5) Train housing development captains, identify community issues and concerns, and recruit volunteers.
6) Develop community outreach programs with the help of African American clergy, Community leaders, Labor allies, coalitions crossing racial lines (e.g. the *Asian Pacific American Labor Alliance* (APALA), the *Labor Council for Latin American Advancement* (LCLAA), and the *Association of Community Organizations for Reform Now* (ACORN).
7) Develop a voter registration education curriculum and provide education and training for the targeted communities.
8) Co-produce the San Francisco Housing Authority Voter Registration Events at Alemany, Potrero Hill, Hunters Point (three locations), Sunnydale and Alice Griffith.

APRI-SF Housing Authority Voter Registration Calendar Dates

August 24, 2002	-	Alemany
August 31, 2002	-	Potrero Hill
September 7, 2002	-	Hunter's Point (Harbor Road)
	-	Hunter's Point (Oakdale)
	-	Hunter's Point (Kiska Road)
September 14, 2002	-	Sunnydale
September 21, 2002	-	Alice Griffith

Targeted Areas

The Big Four and Alemany

Targeted Demographics

1) African Americans
2) Asian, Latin
3) Other supporters of these communities, i.e. Homeless, Incarcerated etc.

8/13/02c

Staffing

To hire a Director to do the day to day supervision of the staff of (1) Area Supervisor and (6) paid organizers; and, deploy volunteers. To train organizers, calculate payroll, daily tallies of registration cards, process them at the voter registrar's office, prepare weekly reports, and make decisions to retain or terminate anyone who may not be able to do the work.

At this point, the President of the A.P.R.I. and the Director will work with the A.P.R.I members and communities to put together a panel that could assist in the interview and the hiring process of candidates applying for organizer positions.

The Orientation and training begins as soon as sufficient funds are available. Staffing will be set for the regular Voter Registration period starting August 4, 2002, ending on November 9, 2002, after the GOTV-November 5 Elections Day, a total of 14 weeks.

CALENDAR

1) July	- Preparation/Training
2) August and Sept.	- Voter Registration/Training/Events – Activities
3) Oct. 7, 2002	- Absentee/Early Voting/Voter Education/Voter Mobile Program/ G.O.T.V.
4) Oct. 21, 2002	- MIDNIGHT MADNESS/last day to register
5) Nov. 5, 2002	-G.O.T.V./Election Day

Bringing Out the Vote

APRI
A. PHILIP RANDOLPH INSTITUTE

As the American political landscape prepares to shape a new millennium, the wisdom of A. Philip Randolph (1889 - 1979) seems more relevant now than ever. Listen:

> ***"...freedom is never a final act, but a continuing evolving process to higher and higher levels of human, social, economic, political and religious relationships."***

Indeed, we at the A. Philip Randolph Institute have accepted the challenge of broadening the participation of African Americans and trade unionists in the political arena. We know that freedom's higher ground can not be reached without a strong voice and a constant presence in the electoral process.

We have proven that APRI activists can energize and mobilize people stranded by greed, wounded by injustice or isolated by poverty. We have restored alienated voters' belief that they can make a difference on election day. Yes, indeed, we are proud foot soldiers for freedom and democracy into the 21st century.

Norman Hill
President

Norman Hill, **APRI** President (center), reviews election day plans with **APRI** campaign coordinators and volunteers.

A. Philip Randolph Educational Fund

The A. Philip Randolph Educational Fund is the tax exempt arm of the A. Philip Randolph Institute's voter participation program.The goal of APRI's voter participation program is to maximize registration and turnout in African American communities on election day. APRI chapters carry out education and mobilization activities in areas that historically have low voter registration or turnout. These programs, which are strictly non-partisan, are managed by trained APRI activists, volunteers and other key local groups. Furthermore, APRI chapters forge grassroots coalitions to recruit volunteers and reach registered and unregistered voters.

The core components of APRI's political operation are:

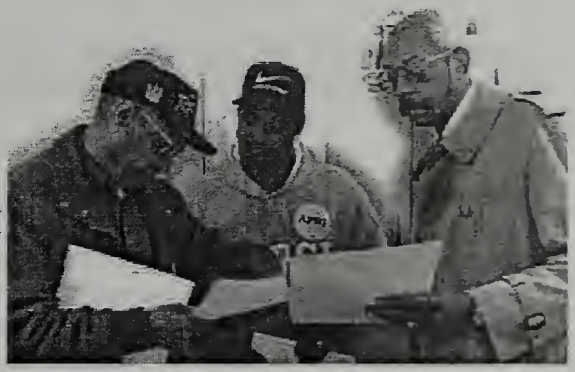
- **Voter registration**
- **Voter education**
- **Get-out-the-vote (GOTV)**

Voter registration **is the entry point to the political process. Weak or inconsistent outreach to unregistered voters can undercut the best GOTV effort. APRI chapters make voter registration an ongoing priority. They place special emphasis on bringing young voters into the political process, since the black population on the whole is getting younger. Moreover, that's where voting is low. But APRI is helping to fix that situation.**

Voter education **is crucial. It can be a "lit drop" — getting a piece of APRI educational literature in the hands of potential black voters. It also can mean airing**

a non-partisan public service announcement (PSA) on popular radio stations urging listeners to use their vote. APRI has earned a reputation for distributing eye-catching leaflets, posters and doorhangers that remind voters what's at stake.

APRI has also established one of the most effective non-partisan GOTV, get-out-the-vote, **operations in American politics. Careful planning, thorough volunteer recruitment and training, disciplined canvassing, flexible use of resources, and a rush of energy are all hallmarks of an APRI election day operation. Phone bank volunteers also remind voters of their polling place and offer rides, if transportation is available.**



On election day, APRI usually blankets key precincts with canvassers, car sound units and phone calls, while constantly tracking turnout to gauge where more attention is needed. By providing experience and organization, APRI chapters have demonstrated that they can make a difference in turning out the African American vote.

Bringing Out The Vote: APRI Plays Key Role In '96 Elections

The 1996 elections reestablished unions and other allies of working families as a potent force in American elections. Just in time, too.

Legislation was proposed in Congress and on the state level to cut Medicaid, reduce Medicare, privatize Social Security, abolish affirmative action and eliminate school lunches for poor children, while handing out tax breaks to the rich.

But APRI joined other labor allies to educate voters on issues that threatened their economic security. With the AFL-CIO's assistance, they got the message out in black low income neighborhoods and to working class households.

- New Voters - **APRI was one of the grant recipients who helped the AFL-CIO register 821,000 voters before the 1996 election.According to an AFL-CIO report, that breaks down to an average of $1.49 per new voter, significantly less than the average cost of $2.00 per new voter.**

- More local GOTV operations - **APRI coordinated a record 35 grassroots GOTV operations during the general election. In many locations, APRI ran the largest get-out-the-vote operation in minority communities.**

- Massive voter education - **APRI and its coalition partners distributed more than I million posters, leaflets and doorhangers and aired PSA's on 75 radio stations.**

- Successful voter mobilization - **APRI chapters overwhelmingly reported black voter turnout increased in low performance precincts where lit drops and phone bank calls were made. Even more compelling is the Act that while overall voter participation plummeted to its lowest level since 1924, black voter turnout in 1996 increased by 1.2 million over 1992, with the difference due entirely to an upsurge among black male voters.**

- New grassroots alliances - **By forging effective working relationships with many new coalition partners, APRI has laid a solid foundation for a new grassroots network of labor activists and community allies. Churches, civic groups, block committees, sororities, college and high school students all eagerly volunteered to be part of these new alliances.**

APRI Political Action Makes a Difference

After the 1996 elections, APRI chapter leaders and campaign coordinators were surveyed about their efforts to boost political participation. This summary is a sample of the success APRI achieved across the nation:

Winston-Salem, NC - voter registration success

With the support of the North Carolina State APRI, the Winston-Salem Chapter got the mayor of the city to issue a proclamation that designated March, 1996, as Voter Registration Month in Winston-Salem.The chapter conducted three voter registration workshops that drew 350 participants. The APRI chapter president chaired the city-wide voter coalition of 25 organizations, which registered 4,000 new voters.

Nash-Edgecomb-Wilson APRI Chapter (NC) - voter registration success

This APRI chapter showed what a few dedicated volunteers can achieve. With only 35 activists, this chapter registered 2,100 new voters and made over 2,200 phone calls. They also did a special lit drop that reached pedestrians, community colleges, housing projects and food stamp offices. Their educational leaflets focused on absentee ballots; how to vote; and why young people should vote.

Detroit/Flint, MI - effective GOTV operations

The APRI non-partisan get-out-the-vote operations in Motown were some of the largest and most effective anywhere in 1996. Some 1,400 volunteers distributed

nearly 500,000 leaflets and doorhangers in black low-income neighborhoods, churches, barber shops and senior citizen centers. On election day, 30 cars with sound units hit the streets with canvassers. More than 300 voters got free rides to their polling places.The impact was a 60% turnout in the areas worked by APRI.

The Greater Flint APRI Chapter

Was the only group mobilizing voters in minority communities on election day. They also formed new partnerships with the Labor Council for Latin American Advancement (LCLAA), the Million Man March Coalition, block clubs, sororities and other labor groups. The Flint chapter's GOTV efforts didn't go unnoticed. They received positive media exposure on television, on the radio and in the local newspaper. Numerous elected officials praised APRI's effective operation.

Philadelphia, PA - effective GOTV operation

The Philly tradition of political involvement was displayed again in 1996. The APRI chapter, in the cradle of American independence, recruited 650 volunteers for its GOTV activities. They distributed 125,000 leaflets and doorhangers. More than 10,000 calls were made to potential voters from a sophisticated phone bank. As a result, APRI provided 500 free rides to the polls and turnout reached 75% in precincts worked by APRI. The powerful Pennsylvania state AFL-CIO praised APRI's voter education and mobilization efforts.

Seattle, WA - effective GOTV operation

APRI activists in Seattle know their political participation program makes a difference. They recruited nearly 250 volunteers, including students. Over 15,000 pieces of literature were passed out in low income projects, churches, neighborhood businesses, social service agencies and senior citizen centers. APRI volunteers also made 17,000 calls to remind voters of their polling places. APRI's effectiveness in Seattle was rewarded. Turnout in areas worked by APRI increased more than 20% over the average turnout in those same precincts (69.6% in 1996 compared to 57.2% in previous elections). Furthermore, non-partisan political activism has increased membership in the Seattle APRI Chapter.

Challenges Ahead: APRI is Ready

A. Philip Randolph's motto — *"Freedom is never a final act, but a continuing evolving process."* — is a timely warning against complacency. Pivotal elections in 1998 and year 2000 will shape our lives for decades to come. Efforts to turn back the clock on racial progress, worker rights and a secure retirement demand an effective, sustained response. Every vote will count. Every volunteer can make a difference.

APRI is ready. Join us.

A. Philip Randolph Institute

A. PHILIP RANDOLPH INSTITUTE
1444 "I" Street, N.W.
Suite 300
Washington, D.C. 20005-2210
e-mail: info@apri.org
Tel: 202-289-2774 **Fax: 202-289-5289**

Noncompetitive Proposal Justification

San Francisco Housing Authority

Voter Registration and Get-Out-the-Vote Services

Background

The U.S. Department of Housing and Urban Development (HUD) has declared, *"It is the policy of HUD that all participants in public housing programs, including Section 8 programs, be afforded the opportunity to register to vote." Docket No. FR-3968-N-01*

HUD further declared, *"PHAs* (public housing authorities) *are encouraged to solicit and permit approved non-profit, non-partisan organizations that are voter registration agencies to provide information and application forms to their tenants and program participants on the PHA's premises." Docket No. FR-3968-N-01*

The San Francisco Housing Authority has a desire to increase the number of registered voters and the number of actual ballots cast in the November 5, 2002, General Election, especially in its largest family developments in Southeast San Francisco.

The SFHA has a desire to use up to $50,000 of Section 8 and Low-Income Operating funding to contract with a voter registration service organization that has previous experience working with public housing residents who live in Southeast San Francisco.

After an exhaustive search the San Francisco Housing Authority could locate only one organization that met HUD guidelines and had experience and expertise in performing voter registration work at SFHA family developments in Southeast San Francisco.

HUD Policy on Sole Source Contracts

The San Francisco Housing Authority's procurement activities are in accordance with HUD procurement policy. Here is the text of HUD's policy --- 24 CFR 85.36 --- on sole source contracts:

"Procurement by noncompetitive proposals may be used only when the award of contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

(A) The item is available only from a single source;
(B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
(C) The awarding agency authorizes noncompetitive proposals; or
(D) After solicitation of a number of sources, competition is determined inadequate.

SFHA Justification for Sole Source Contract

In its handbook, *Implementing The National Voter Registration Act in Public Housing and Section 8*, HUD directs public housing authorities who have a desire to do provide voter registration services to do the following:

"PHAs (public housing authorities) *are encouraged to solicit and permit approved non-profit, non-partisan organizations that are voter registration agencies to provide information and application forms to their tenants and program participants on the PHA's premises."*

This HUD encouragement limited the SFHA's ability to solicit for-profit voter registration firms and partisan organizations. Thus, the SFHA set its sites on locating *"non-profit, non-partisan organizations that are voter registration agencies..." Docket No. FR-3968-N-01*

The SFHA needs an organization that has a proven track record in registering people to vote and also has experience working in low-income communities, especially at its family developments in Southeast San Francisco. The SFHA did contact the City and County of San Francisco's Department of Elections for a list of non-profit, non-partisan voter registration organizations. The only organization that meets SFHA's qualifications is the *A. Philip Randolph Institute* (APRI).

APRI (www.aprihq.org) is a national non-profit, non-partisan voter registration organization that has chapters all over the United States. It has registered low-income people throughout the inner cities of this country. In 1995 and 1999 APRI's San Francisco chapter conducted voter registration activities in Southeast San Francisco, including at several SFHA family developments, and its work garnered the highest voter participation levels in that part of San Francisco since 1975.

In January of 2002 the SFHA contracted with APRI to register voters for the March 5, 2002, Primary Election, and APRI met and exceeded the contract requirements.

Because of its strong background and demonstrated experience and expertise, the SFHA selected the A. Philip Randolph Institute as the organization who would carry out voter registration activities in conjunction with the November 5, 2002, General Election.

Cost Analysis

The SFHA Contracts & Procurement Division reviewed the budget proposal submitted by APRI, and it found its methodology and costing information to be credible and within the industry financial standards in relation to for-profit/and or partisan voter registration standards.

Director of Contracts and Procurement Opinion

Rene Latosa, SFHA's Director of Contracts and Procurement, has reviewed the procurement process for this sole source contract. He has consented to its methodology, its analysis and its ultimate recommendation that the SFHA contract with APRI.

Submitted by,

Rufus J. Davis, Jr.
Management Analyst
Contracts and Procurement Division

August 13, 2002

SF
H65
#3
8/22/02

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, August 22, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, August 22, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:13 p.m.

DOCUMENTS DEPT.

SEP 11 2002

SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Rev. Edgar E. Boyd, Commissioner (arrived at 4:15 p.m.)

ABSENT (Excused): *Shirley Byrd, Commissioner*
Julie Lee, Vice President

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

Commissioner Clark moved to approve the agenda and Commissioner Brown seconded the motion. The motion was carried by a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes of the August 14, 2002 Special Commission Meeting and Commissioner Clark seconded the motion. The minutes of the August 14, 2002 Special Commission Meeting were approved by a unanimous vote.

President Palega stated that the Minutes for the August 22, 2002 meeting would be considered for approval at the September 12, 2002 Commission Meeting.

4. GENERAL COMMUNICATIONS

Executive Director Gregg Fortner stated that the report regarding the Commission's request for the preparation of a report pertaining to the performance standards of the security firms SFHA is entering into contract with, and a summary of the SFPD crime reports occurring in and around SFHA property, will be given by Mike Roetzer during the Report of the Secretary. Mr. Fortner also summarized the approval letters for the predevelopment budget for North Beach, the predevelopment budget for Valencia Gardens and the correspondence from HUD. Mr. Fortner then presented a letter from Abt Associates. He commented that this letter commends the SFHA staff for a job well done in their meeting with this company. Mr. Fortner also observed the letter from Reno and Cavanaugh regarding the use of Federal Grant Funds for judgments, and the memorandums regarding the performance standards for security contractors and criminal and background checks.

Commissioner Clark commended staff for an excellent security performance report, and further stated that it was very thorough. His question pertained to paragraph eleven, inquiring of Mr. Fortner, the specific details of a Guard Tour System. Mr. Fortner answered that the specifics would be provided in Mike Roetzer's report, under the agenda item Report of Secretary.

5. REPORT OF SECRETARY

Executive Director Gregg Fortner announced that on August 28, 2002, at 4:00 p.m. in the Board Chambers of City Hall, Neola Gans would be sworn in as the family site tenant representative on the Commission. She is currently the President of the Tenant Association at the Alemany development. On September 12, 2002 Ms. Gans will be taking the place of Commissioner Byrd at the regularly scheduled Commission meeting. Commissioner Shirley Byrd was commended for serving in this capacity since 1998 and an additional year after her term had expired. Mr. Fortner then introduced Mike Roetzer to explain the progress on criminal background and credit checks, and security monitoring.

Mike Roetzer, Administrator of Management Services and Support reported that the SFHA estimates that over the next 12 months, 1000 background checks will be required for Section 8 and Public Housing approval. In the years proceeding, staff anticipates 600 background checks per year. Now that this information has been obtained, M.O.U. negotiations can commence between the SFHA and the Sheriff's Department to begin generating the criminal background checks. Mr. Roetzer explained that the search for an online company that provides credit and eviction checks is still underway. Rene Latosa is extensively researching companies that will provide these reports and are an economically viable choice.

President Palega asked how much the Sheriff's Department is charging us for the criminal background checks. Mr. Roetzer responded that the figure is unknown at this

time. President Palega further inquired of the procurement process planned for the credit and eviction checks, specifically, whether an RFQ would be utilized. Mr. Roetzer stated that this would be a relatively small procurement. Quotes would be provided over the phone and samples of the products from each company would be requested. President Palega responded that he would appreciate this process being executed with an RFQ in order to avoid sole sourcing. Mr. Fortner and Mr. Roetzer assured President Palega that this will not be sole sourced. Mr. Fortner further stated that staff would be able to access these reports directly from SFHA staff computer terminals.

Commissioner Brown asked if the background of the head of the households were the only individuals checked for Section 8 approval. Mr. Fortner answered that the background of all adults on the lease, are checked.

Mike Roetzer continued with his report by explaining the Performance Standards for the Security Contractors. A list of the performance requirements and how the SFHA would monitor the security firms, was distributed to the Commission. These standards were established in the RFP and will serve as a method to track the performance of the security firms so when contracts are assessed for renewal, any necessary adjustments can be made. In response to Commissioner Clark's earlier inquiry regarding the details of the Guard Tour System, Mr. Roetzer explained that there would be an initial cost to the SFHA but this will monitor the guard's whereabouts at a given time. Each guard would be given a reader and be responsible for swiping it on a barcode, at given check points, throughout their shift. This information is downloaded onto a computer terminal, which will track the specific time the guard swipes the reader. The intent is to install this system everywhere the SFHA has private security.

President Palega asked Mr. Roetzer if the system was sophisticated enough to specify who swiped the reader, ensuring that it was the actually the security guard responsible for doing so. Mr. Roetzer said that the reader is a sophisticated piece of equipment, and he does not anticipate that the guard would give it to someone else. If a guard chose to do so, there would be no way for management to know, but the guard would be responsible for replacing the equipment. President Palega requested that a clause, stating that the security firm's contract will be terminated if a guard gives the reader to anyone else, be added to the performance standards.

Compliments from Commissioner Clark went to all of the staff that participated in compiling the Performance Standards report. He commented that it was very thorough and a job well done. Commissioner Clark then asked Mr. Roetzer to explain the specifics of the lockout activity described in the Performance Standards report. Mr. Roetzer responded that the security firms would be responsible for keeping a log of tenants who have an SFHA carpenter dispatched to unlock a unit. This will enable the SFHA to bill the tenant for any incurred costs. Commissioner Clark then asked if the security shifts would be published and provided to the SFPD. Mr. Roetzer stated that the SFHA will begin to distribute the shift schedule to the SFPD and that the SFHA also keeps an account of the shifts. Executive Director Gregg Fortner added that the schedule is

established on a monthly basis, subject to change based on the circumstances throughout the month.

Commissioner Boyd asked Mr. Fortner if the reports of the increased crime areas were dictating an increase in the time and placement of security. Mr. Fortner responded that until six or seven months ago, the SFHA was receiving trend reports of the crime at the various sites. Mr. Fortner stated that on Tuesday, a letter was sent to Chief Earl Sanders to resume the production of these reports so that the SFHA can apportion the security coverage accordingly. President Palega added that the SFHA would also be able to compare the security reports to that of the SFPD to further examine the performance of the security firms. Mr. Roetzer commented that the guards are responsible for producing daily reports as well as any specific incident reports that may have occurred.

Commissioner Brown stated that he believed that the key component of the monthly meetings are the residents and inquired as to whether the meetings were going to be held at 440 Turk Street, or on site. In response to Commissioner Brown's inquiry, Mr. Fortner stated that during meetings between the SFHA management, the SFPD, and security, sensitive subjects are discussed. Therefore, residents will not always be invited so that the risk of investigative information and resident safety will not be compromised. Commissioner Brown then asked whether a separate meeting with the residents would be held. Mr. Fortner stated that meetings between the residents, security and SFHA management have already, and will continue, to take place. These meetings provide a forum for residents to express their concerns, and meet the security officers patrolling their units. Mr. Fortner further commented that security is most effective when the officers are connected with the residents.

6. COMMITTEE REPORTS

Diversity Committee

Commissioner Smith reported on the Diversity Committee meeting held on August 21, 2002. She commented that Buddy Choy made a presentation on the Civil Rights Policy Manual that was very enlightening. Mr. Choy will provide this manual to anyone who is interested. Commissioner Smith asked that the Commission review the manual, and approve it at the next Commission meeting. Commissioner Smith stated that the admittance and occupancy policy was also discussed. Acting Deputy Executive Director, Naja Boyd, will be monitoring and following up on this issue. Residents permitting individuals who are not on the lease, to move in, was also discussed and will be further investigated. Commissioner Smith continued her report indicating that on August 13, 2002, a meeting was held with the Redevelopment Agency of Hope VI. The construction of the Senior Center's additional 60 units was addressed at that time. Finally, the reception of Chief Earl Sanders is being planned for August 27, 2002 at Rosa Parks.

Executive Director, Gregg Fortner interjected that on item 3 of this day's agenda, it should have read that the August 8, 2002 minutes were to be considered for approval, as opposed to the August 22, 2002 minutes. Mr. Fortner apologized for staff not

recognizing this error sooner. Furthermore, since this agenda was already approved, the August 8th minutes will have to be considered at the September 12, 2002 meeting. President Palega stated that he did not receive the August 8th minutes and requested a copy. Commissioner Brown said that the date on the minutes were blurred. Mr. Fortner assured the Commission that these issues would be resolved.

Finance Committee
Nothing to report.

Personnel Committee
Nothing to report.

Commissioner Boyd stated that he would really like to be apart of the Finance and Personnel Committee meetings and requested that they meet during a time that he is available because an out of town commitment will claim his attention in the next two weeks.

7. REPORT OF COUNSEL

General Counsel, Carl Williams stated that in reference to the joint Commission meeting of the SFPD, and the SFHA, he had spoken with Lieutenant Geter of the SFPD and received three tentative scheduling dates. At 2:00 p.m, on either September 10th, 13th, or 23rd, are the dates of the SFPD Commission availability. The meeting will be held at Plaza East. Finally, Mr. Williams announced that the Commission's Annual Meeting to elect officers would be held on September 26, 2002 and in today's closed session, the matters noticed will be discussed.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
President William Vitale of the City Wide Council-Senior/Disabled reported that they would be involved in the reception for Chief Sanders, and are assisting the 22 developments become compliant with HUD regulations as far as organizing active Tenant Associations are concerned.

Public Housing Tenants Association (PHTA)
Mr. Fortner stated that Tessy Esther, President of Hunter's View Tenant Association was asked to make a report at this meeting, but she was unable to attend.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to*

adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.

Waymond Nichols – Mr. Nichols expressed his support for Resolution A, pertaining to entering into contract with Western Roofing. He commented that Western Roofing has hired over 80 residents when doing work at the SFHA sites, and have even promoted two resident employees to supervisors. Mr. Nichols encouraged the Commission to unanimously pass this resolution and in the future, if any other contracts are under consideration, to refer them to the employment department for resident hire.

Claire Caldwell – Ms. Caldwell, the Vice President of the San Francisco Chapter of the A. Phillip Randolf Institute (APRI) gave expressions in support of Resolution 11B on the agenda. She stated that this organization has been in existence since 1965, with its primary goal to inform, register people to vote and to actually get out and vote. There are over 130 Chapters nationwide and the San Francisco chapter has been active since the 1970s. Ms. Caldwell stated the common goals of the SFHA and the APRI to further illustrate her support of Resolution B. She concluded by encouraging the Commission to pass this resolution.

Walter Johnson – Mr. Johnson of the San Francisco Labor Council spoke in support of the SFHA entering into contract with APRI. He conveyed his knowledge of the great work they have performed over the years and their level of dedication to doing whatever it takes to increase registration and voter participation. Mr. Johnson strongly urged the Commission to pass Resolution B so APRI can begin their work as soon as possible.

Eddie Kittrell – Mr. Kittrell is a resident of Potrero Hill and has been affiliated with APRI since 1995. He expressed that APRI has been successful in all of the campaigns he's been involved with and that it is very important that Public Housing residents increase their voter participation. Mr. Kittrell requested that the Commission pass this resolution.

Paulette Spencer – Ms. Spencer of Potrero Hill declared that since APRI has gotten involved in her community, there has been a significant change for the better, proven by the increase in resident involvement. Ms. Spencer asked the Commission to approve the resolution pertaining to APRI.

10. UNFINISHED BUSINESS

RESOLUTION No. 5044

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GOLDFARB & LIPMAN FOR TRANSACTIONAL LEGAL SERVICES PERTAINING TO HOPE VI AND OTHER HOUSING AUTHORITY DEVELOPMENTS FOR AN AMOUNT NOT TO EXCEED $450,000

Barbara Smith, Housing Development and Modernization Administrator summarized the proposal before the Commission. Ms. Smith stated that after an extensive procurement process, Goldfarb & Lipman was the primary firm capable of complex specialized real estate and affordable housing transactions such as those performed for Hope VI, Clementina Towers and other projects of that magnitude. They had the lowest rates, and recently hired a resident full time. Another benefit is the continuity of the transactions if the SFHA is able to enter into contract with Goldfarb and Lipman.

Commissioner Clark stated that he had requested this item be taken up after closed session at the last meeting due to legal financial obligations facing the SFHA. Thereafter it was tabled until this meeting. Commissioner Clark commented that he had no doubt that the procurement was thoroughly conducted, but his issues derived from the amount of this long-term contract while other financial obligations are pending. Ms. Smith responded that funding for this contract comes from Hope VI grants solely dedicated for this purpose. Any other litigation is not authorized to access these funds. Mr. Fortner reiterated Ms. Smith's point and added that this three-year contract coincides with the closing date for Valencia Gardens in 2005, hence the long-term contract and the $450,000 amount. Commissioner Clark then asked who is responsible for viewing the billing. Ms. Smith said that she, the project managers, the legal department, the contract administration department, and the finance department reviews the billing.

Commissioner Boyd moved to approve Resolution No. 5044 and Commissioner Clark seconded the motion. Resolution No. 5044 was passed by a unanimous vote.

11. NEW BUSINESS:

RESOLUTION No. 5045

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH WESTERN ROOFING SERVICE TO PROVIDE CONSTRUCTION SERVICES FOR THE REPAIR OF 23 CANOPIES AT CAL 1-10, POTRERO ANNEX, FOR AN AMOUNT NOT-TO-EXCEED $284,750.00

Barbara Smith, Housing Development and Modernization Administrator, presented the details of this resolution. An extensive selection process was conducted through various mediums of solicitation. Two pre-bid site inspections were held. On July 2, 2002, seven contractors came, and on July 10, 2002 three additional contractors came. Three sealed bids were received. All of which were responsible, responsive bids. These bids were broken down in a table, included in the memorandum. Ms. Smith reported that Western Roofing has a reputation of exceeding the percentage of resident hiring mandate and they tend to keep the resident employees to work at other locations.

Commissioner Smith moved to approve Resolution No. 5045 and Commissioner Brown seconded the motion. Resolution No. 5045 was approved by a unanimous vote.

RESOLUTION No. 5046

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE A. PHILIP RANDOLPH INSTITUTE NOT TO EXCEED $50,000.00 FOR THE PURPOSE OF PROVIDING PUBLIC HOUSING RESIDENTS WITH VOTER REGISTRATION SERVICES AND ASSISTANCE IN GETTING TO POLLING PLACES FOR THE NOVEMBER 5, 2002, GENERAL ELECTION

Before discussion began regarding this resolution, Commissioner Brown recused himself from voting and discussing this agenda item due to his membership in the APRI organization.

Rufus Davis, of the Contracting and Procurement Division presented this resolution. Mr. Davis reported that HUD has encouraged all housing authorities to take part in assisting residents in getting registered to vote. Earlier this year, the SFHA entered into contract with APRI to get residents registered for the March primary election. In its seven weeks of work, APRI registered approximately 800 new voters and 10% made it to the polls.

During the SFHA's outreach efforts, nonpartisan and nonprofit organizations were examined to provide voter registration services to residents of Public Housing and Section 8. Track records of producing high voter registration numbers were also taken under consideration. Mr. Davis stated that only one organization was nonpartisan, nonprofit, and able to work with the residents of Public Housing and Section 8, APRI. For a flat rate of $35,000, APRI will be performing numerous duties, including, but not limited to going door to door, telephone banking, and queering residents whether they have registered to vote. Follow up phone calls will be administered, rides to City Hall for early voting will be offered, voting by mail, and vans to City Hall will be available on last day to vote in November. The incentive portion of the contract states that $10 will be paid for every new registered voter, and $10 for every new registered voter who votes. This will be monitored by an SFHA employee spending approximately eight business days in City Hall, checking the APRI statistics. Mr. Davis encouraged the Commission to pass this resolution.

James Bryant of the APRI organization was present for questioning. President Palega asked him if the 10% of their registered voters who actually voted was adequate. Mr. Bryant responded that it absolutely was not. He stated that one of the goals of APRI is to change the culture of voting and the only way to do so is to educate the residents with the full support of property managers and SFHA management, and the Commission. In addition, the Crime Summit Group has also agreed to be involved with APRI.

Commissioner Smith asked how would the fourteen staff members would be selected. Mr. Bryant responded that APRI has committed to having the residents comprise 50% of its staff and will be administering an interview process. Commissioner Smith asked who should be contacted if a resident is interested in pursuing this line of employment. Mr. Bryant said that the APRI office should be contacted at (415) 336-4179. Because it is incentive based, employees will be

required to work as hard as possible, and APRI will do its part to reduce fraud and produce a product for the SFHA to be proud of. Mr. Fortner asked Mr. Bryant to coordinate efforts with Naja Boyd, Acting Deputy Executive Director, and Mike Roetzer of Human Resources to disseminate information to all residents of interview dates and how to apply. Mr. Bryant agreed to do so.

Commissioner Clark asked if the nonpartisan angle of the APRI meant that they are not soliciting voter registration for a particular party. Mr. Bryant confirmed that they do not solicit voter registration for a particular party. Commissioner Clark then shared that there are many organizations that offer funding for registering voters into their parties, and asked whether those options had been investigated. Mr. Bryant responded that the APRI generally does not pursue those funding sources to avoid being labeled a supporter of any particular party.

Commissioner Boyd stated that he is a major proponent of voting and doing whatever it takes to get more people to vote. Furthermore, the power of the local vote is easily recognized as a number of measures on the March ballot, could have been changed had more public housing residents actually voted. Commissioner Boyd asked Mr. Bryant how the APRI would surpass the issues of the irresponsibility of those who do not vote, apathy, and those who don't want to be associated with civil authority, who are not believed to be working in their best interests. Mr. Bryant replied that through the involvement of Brothers Against Guns, who are directly connected to the community, holding festivals to open the communication with the residents, and educating residents on political issues that affect them, these issues can be overcome. It is a process of learning who are the influential people in a particular community, and building trust and relationships with the residents there.

William Vitale requested that the outreach for registering more senior and disabled residents be more extensive than it has in the past and registration cards be provided in multiple languages. Mr. Bryant stated that the APRI is in the process of partnering up with the Senior Escort Agency to begin providing additional vehicles to give transportation to seniors and disabled persons who need it.

Commissioner Clark moved to pass Resolution No. 5046 and Commissioner Boyd seconded the motion. Resolution No. 5046 was passed unanimously with Commissioner Brown abstaining.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no comments on items not on the agenda.

13. COMMISSIONER'S COMMENT AND REPORT

President Palega reported that on August 21, 2002 he had an opportunity to go the Opera House to discuss issues of unemployment and resources to the southeast corridor of the city. Many city offices were represented. President Palega's only disappointment was that not enough residents were present. President Palega also commented that on Tuesday, August 20, 2002 a press conference was held addressing the Energy Program and refrigeration, in which the Commission

was to attend. President Palega asked that future notification be given sooner so that the Commissioners have the option to attend. Mr. Fortner responded that the notification was included in the Commission packets that were sent out on Friday, August 16, 2002, but follow up telephone calls will be placed from now on. Commissioner Palega stated that he received an empty envelope with just his name on it. Commissioner Smith acknowledged receipt of her letter, but had forgotten about the engagement.

Commissioner Boyd requested that the staff diligently accumulate the data to properly deploy security as necessitated by the statistics. Commissioner Boyd also thanked Mr. Fortner for engaging in a relationship with APRI as this was a personal request to Mr. Fortner as part of an agreement when he came on board with the SFHA.

Commissioner Brown commended staff for the thorough job on the minutes. Commissioner Brown also requested a report updating the number of unoccupied units to be added to the request log.

14. CLOSED SESSION

President Palega announced that the Commission had concluded its public agenda items and would go into closed session. A closed session was scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (a) regarding pending litigation: William Reddick v. San Francisco Housing Authority and Ronnie Davis; and consultation with General Counsel and outside counsel regarding settlement of pending litigation William Reddick v. San Francisco Housing Authority and Ronnie Davis; and potential litigation (case name unspecified to avoid jeopardizing existing settlement negotiations. The commission went into closed session at 5:36 p.m.

15. RECONVENING OF THE COMMISSION MEETING

The Commission reconvened at 6:25 p.m. The Commissioners present in the closed session were President Palega and Commissioners Smith, Brown, Clark, and Boyd. Commissioner Byrd and Lee were not present. Commissioner Clark moved to approve the settlement of the William Reddick v. San Francisco Housing Authority and Ronnie Davis case as recommended by General Counsel and outside counsel. Commissioner Boyd seconded the motion. The Commission unanimously voted to settle the William Reddick v. San Francisco Housing Authority and Ronnie Davis case as recommended by General Counsel and outside counsel.

16. ADJOURNMENT

Commissioner Boyd moved to adjourn the meeting and Commissioner Smith seconded the motion. There being no further business to come before the Commission, the regularly scheduled meeting of August 22, 2002 was adjourned at 6:27 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President